E3
Equipment Energy Efficiency

Registration Site Suppliers' User Guide

Energy Rating Website
www.energyrating.gov.au
User Guide

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1. Document control

1.1. Document revision history

Revision Date	Author	Version	Summary of Changes
13 June 2011	Ruth Henry	0.1	Initial document
20 June 2011	Damien Wilmann	0.2	Revised
22 June 2011	Gavan Newell	0.3	Revised
22 June 2011	Gavan Newell	0.4	Revised
15 July 2011	Ryan Naylor, Damien Wilmann	0.5	Revised
14 August 2011	Ruth Henry	0.6	Updated screen shots and related instructions
18 August 2011	Ruth Henry	0.7	Document template changed.
8 September 2011	Damien Wilmann	0.8	Legal text added.
12 September 2011	Damien Wilmann	0.9	Further updates based on DCCEE review and revised legal text.
13 September 2011	Damien Wilmann	0.10	Final updates to guide as per Karen's review.

1.2. Approvals

Name	Title	Signature	Date of Approval	Version
Karen Goldspink	Project Manager			0.10

1.3. Distribution list

Name	Title	Date of Issue	Version
Karen Goldspink	Project Manager	13 Sep 2011	0.10
Mel Slade	Director	13 Sep 2011	0.10

2. Legal Obligations for Registrants

Please read the following information before proceeding.

The registration process incorporates some changes. You will now be required to provide us with a declaration of acceptance of the terms and conditions of registration. Please read them carefully before proceeding with the registration.

If you are registering in Australia you will also be asked to upload a letter signed by the Authorising Officer. For an example letter of authorisation, see section 8 (Appendix A).

Please note the following definitions:

Term	Description
Authorising Officer (AO)	This is the person who is authorised by the entity submitting the application (the applicant) to make this application, to deal with all aspects of the subsequent registration process for the application and to bind the applicant accordingly.
Authorised Representative (AR)	A third party or company representative who is authorised (in writing in the approved form) by the Authorising Officer to represent the Authorised Officer, to take responsibility for the application and the subsequent registration and to be available to provide assistance to the Administrator in relation to the application and registration. An example may be a compliance manager or an external consultant/agent.
Administrator (A)	The person or entity appointed by E3 to ensure appropriate governance and undertake ongoing management of the Energy Rating website.

If you are registering on behalf of the legal entity (in Australia), as an Authorised Representative, you will need to obtain a signed letter from them before you can process applications and deal with registrations on their behalf. You should also note that if the regulators are unable to contact the Authorised Officer the Authorised Representative will be required to answer questions on their behalf. If the Authorised Representative does respond to regulator enquires they run the risk of being prevented from being an AR for future applications.

In New Zealand, there is no legal difference between the Authorising Officer and the Authorising Representative. All persons nominated by an applicant to submit applications on behalf of an applicant, should ensure that they are authorised by the applicant to act in this capacity. The 'applicant' is the person or entity manufacturing or importing a product to New Zealand that is covered by the Energy Efficiency (Energy Using Products) Regulations. If you are unclear about your legal responsibilities in New Zealand please email regs@eeca.govt.nz or call the Standards and Compliance Team at EECA on +64 4 470 2200.

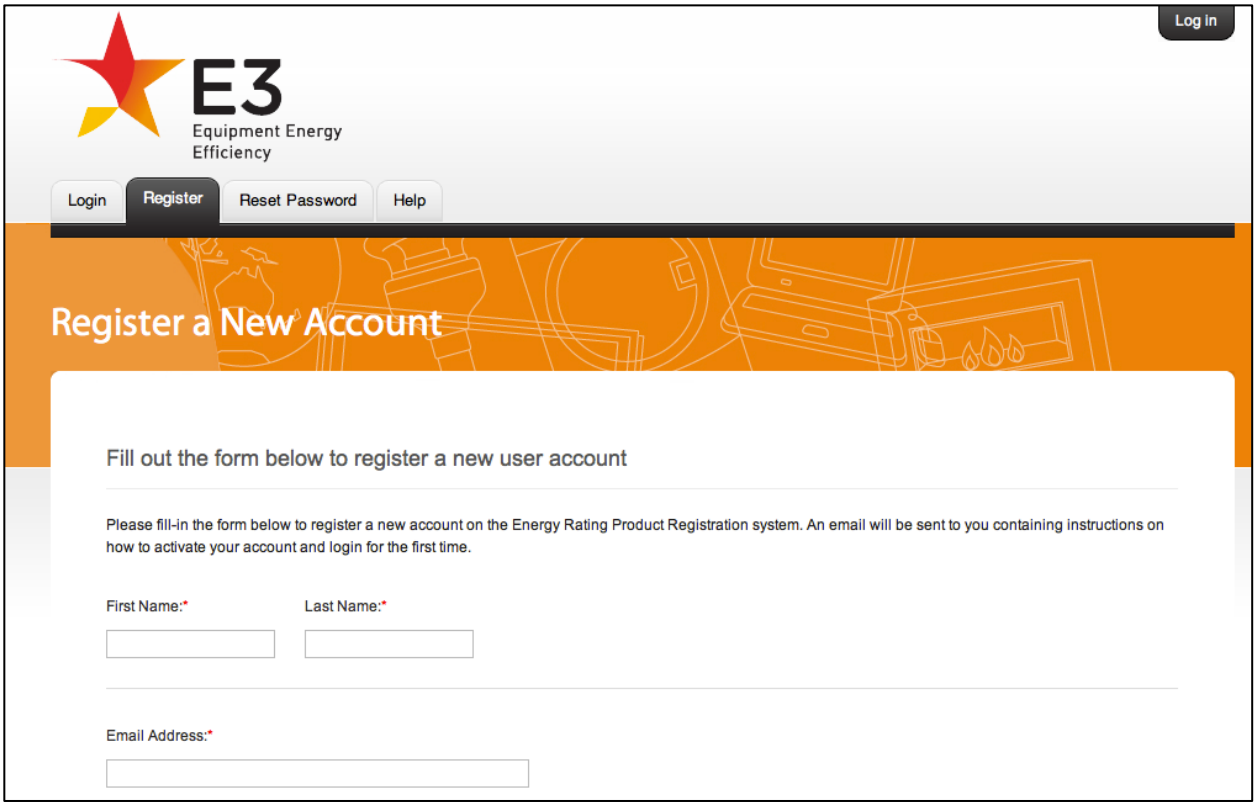
3. Getting Started

Once you have registered to become a user of the site and you first login, you will need to create an applicant for all your applications and subsequent registrations to be associated to. Usually this will be the company you work with or a company you are submitting applications on behalf of.

3.1. Register for a new account

When you first visit the website, you will need to register an account. You will be sent an email with instructions on how to activate your account and log in to the site.

1. In the browser, enter https://reg.energyrating.gov.au. The login page displays.

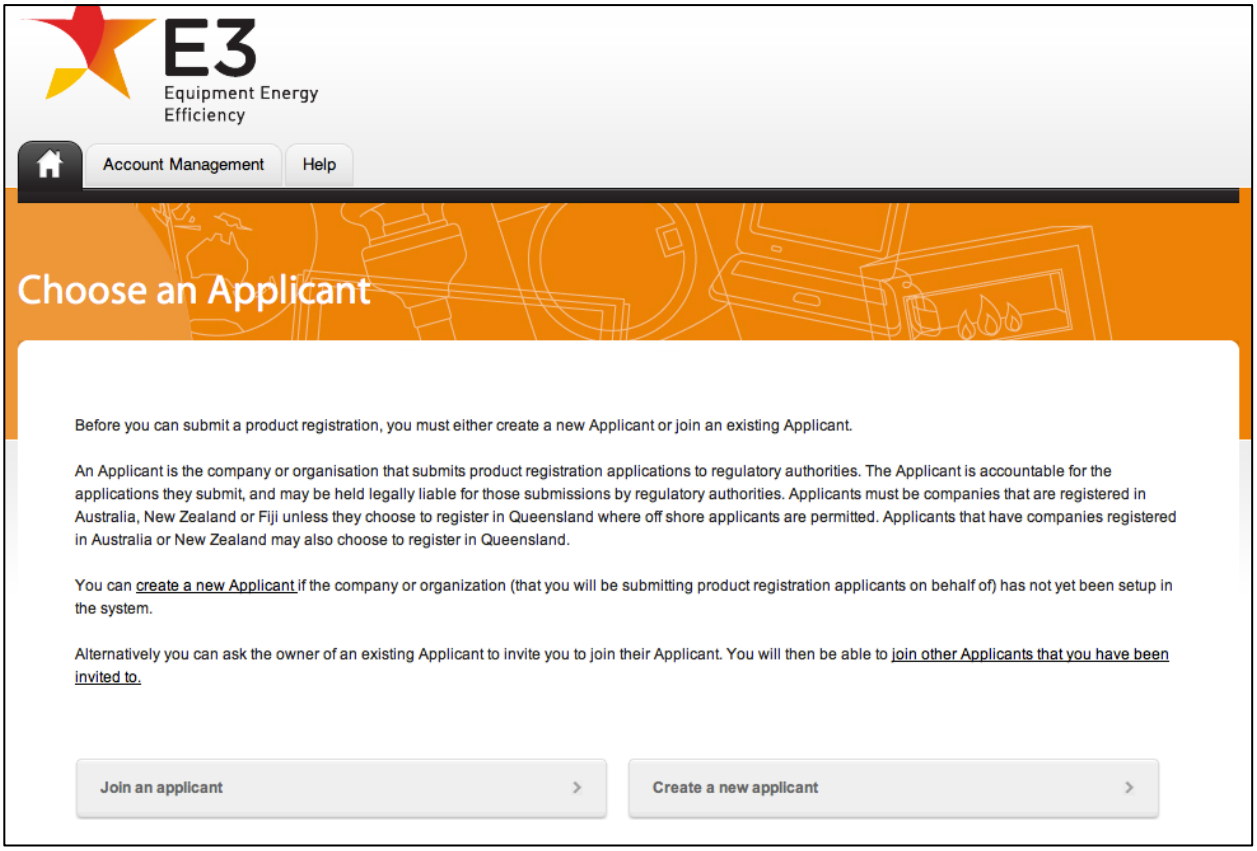

Log in
E3
Equipment Energy Efficiency
Login
Register
Reset Password
Help
Register a New Account
Fill out the form below to register a new user account
Please fill-in the form below to register a new account on the Energy Rating Product Registration system. An email will be sent to you containing instructions on how to activate your account and login for the first time.
First Name:*
Last Name:*
Email Address:*

2. In the First Name field, enter your **first name**.
3. In the Last Name field, enter your **last name**.
4. In the Email Address field, enter your **email address**.
5. In the Phone field, enter the **phone number** including the country code as well as the area code if applicable.
6. In the Fax field, enter the **fax number** including the country code as well as the area code if applicable.
7. In the Organization field, enter the **organisation**.
8. In the Job Title field, enter the **job title** of the person registering the account.
9. In the Street Address field, enter the **street** number and name.
10. In the Suburb/Town field, enter the **suburb** within a city or **town,** whichever is applicable.

11. In the Postal Code field, enter the **postal code**.
12. In the State/Region field, enter the **state, county** or **region**, whichever is applicable.
13. From the Country drop-down list, select the **country**.
14. Select the **check box** if the postal address is the same as the street address.
15. If the postal address is different complete the **address** fields.
16. Click the **Submit** button.

3.2. Initial log in – Create or join an applicant

When you initially login to the website the Choose an Application page displays on the dashboard.


E3
Equipment Energy Efficiency
Account Management
Help
Choose an Applicant
Before you can submit a product registration, you must either create a new Applicant or join an existing Applicant.
An Applicant is the company or organisation that submits product registration applications to regulatory authorities. The Applicant is accountable for the applications they submit, and may be held legally liable for those submissions by regulatory authorities. Applicants must be companies that are registered in Australia, New Zealand or Fiji unless they choose to register in Queensland where off shore applicants are permitted. Applicants that have companies registered in Australia or New Zealand may also choose to register in Queensland.
You can create a new Applicant if the company or organization (that you will be submitting product registration applicants on behalf of) has not yet been setup in the system.
Alternatively you can ask the owner of an existing Applicant to invite you to join their Applicant. You will then be able to join other Applicants that you have been invited to.
Join an applicant
Create a new applicant

Initially you will need to join an existing Applicant or create a new Applicant (for more information, see Authorising Officer in section 2 Legal Obligations for Registrants).

– To join an existing applicant, refer to section 7.5

- My Applicants.
- To create a new applicant, refer to section 5.1 Create a new Applicant.

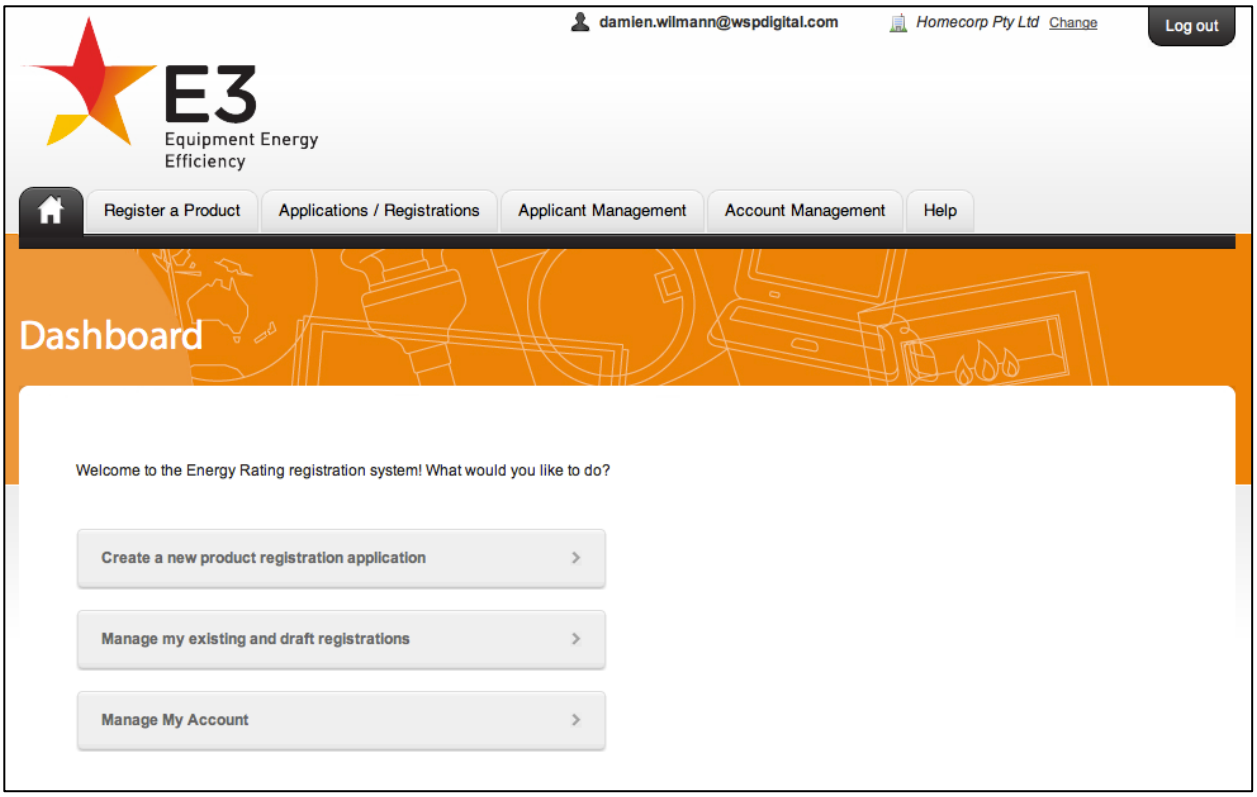
When you create a new Applicant, you will be required to enter at least one contact and brand associated with that Applicant, as well as at least one test lab that this Applicant uses to test its products.

Once this initial Applicant setup is complete, you may then submit applications for a registration for or on behalf of that Applicant.

Note that an applicant refers to a company (or similar legal entity, which may be an individual) and not an Authorised Representative. Any given Applicant may have any number of Authorised Representatives that may submit applications for registration on its behalf.

3.3. Subsequent log in

After you have created an applicant and logged into the website, the Dashboard displays.

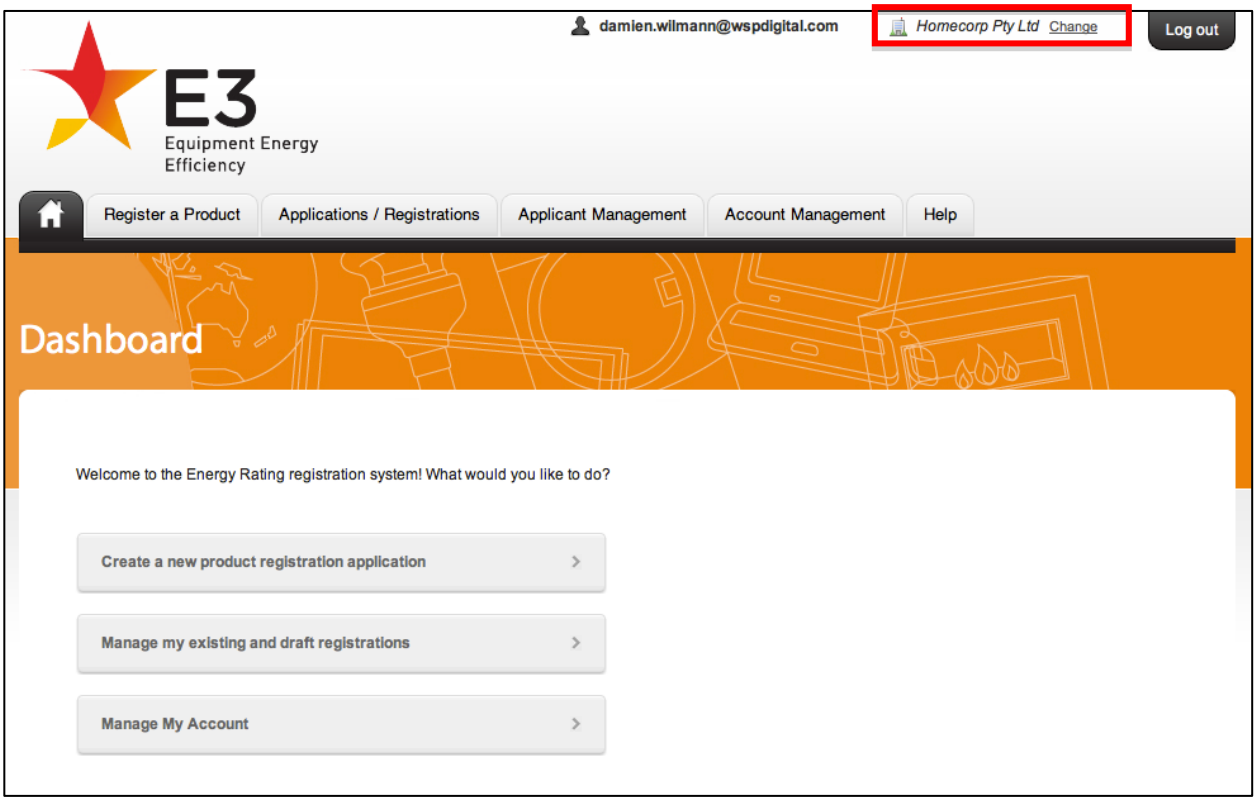


You can do the following:

- Create a new product registration application; refer to section 6.1 Create a product registration application.
- Manage my existing and draft registration; refer to section 6.2 Manage your registrations.
- Manage my account; refer to section 7 Account Management.

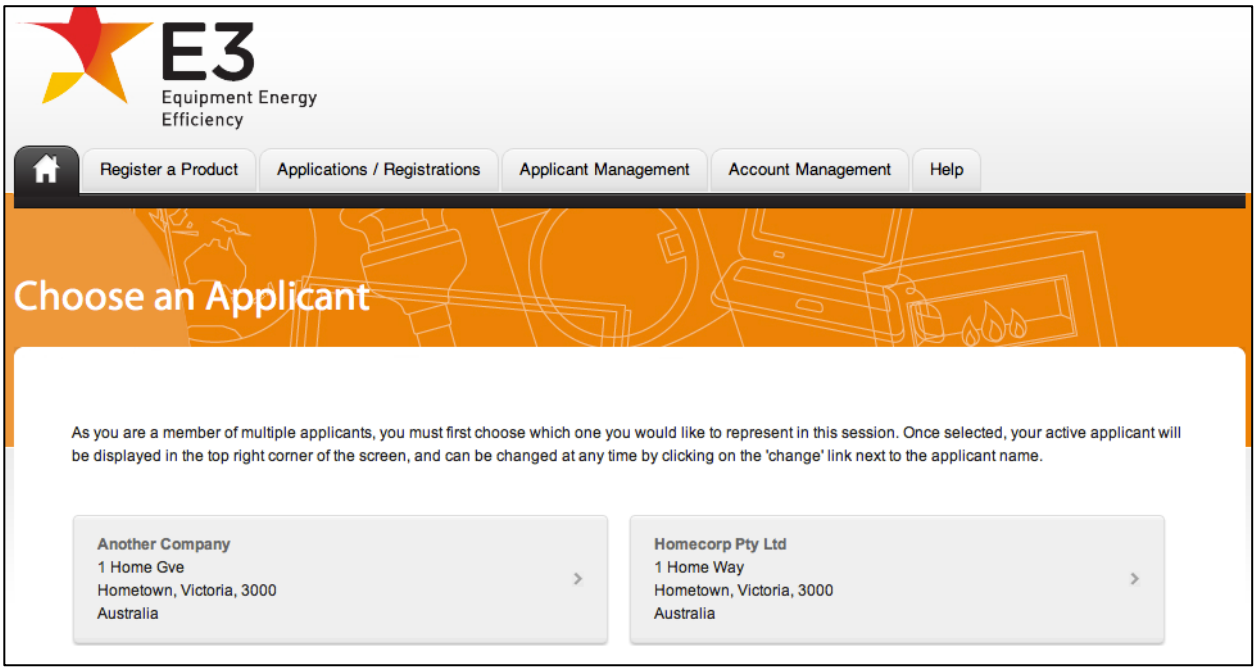
3.3.1. Change to another applicant

If you are associated with more than one applicants then the Dashboard page will contain a change applicant link in the top right-hand corner.

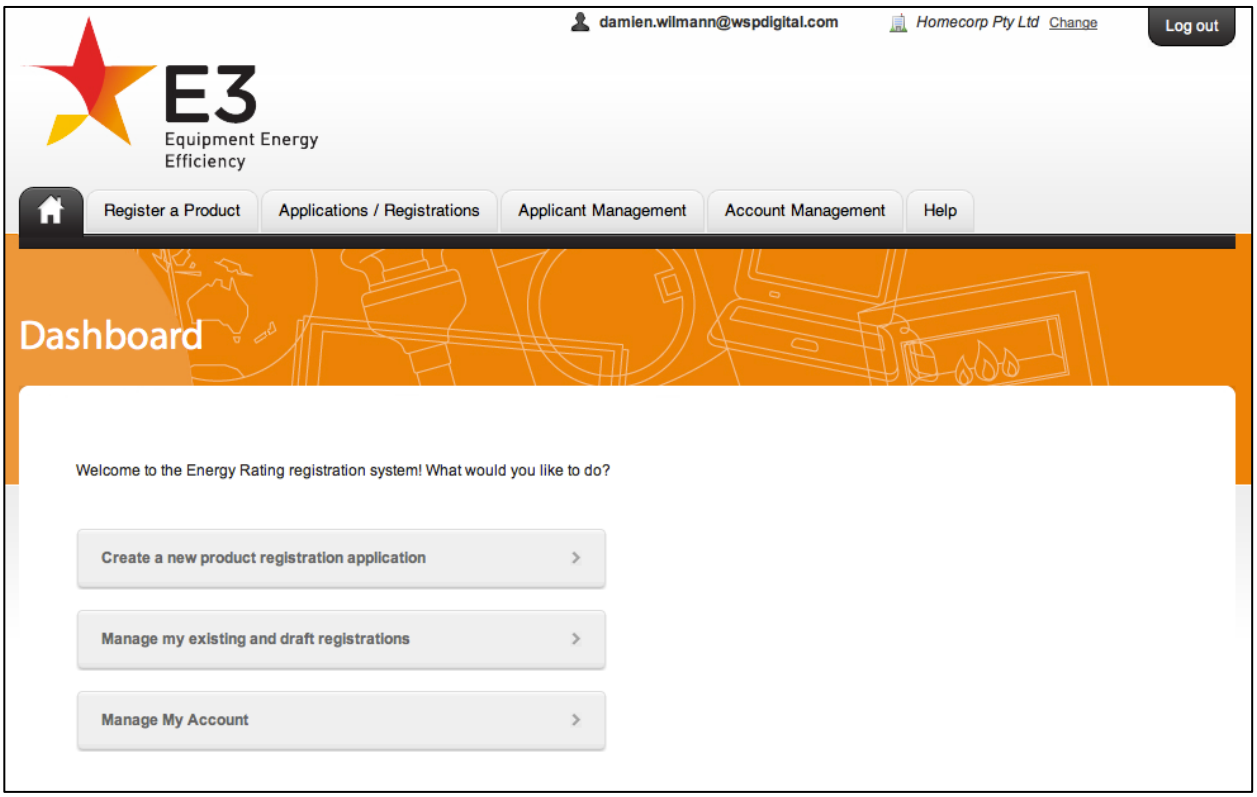


1. Select the **Change** link. The Choose an Applicant page displays.

   Note that this page will also appear when you log in, if you are associated to multiple applicants.


E3
Equipment Energy Efficiency
Register a Product
Applications / Registrations
Applicant Management
Account Management
Help
Choose an Applicant
As you are a member of multiple applicants, you must first choose which one you would like to represent in this session. Once selected, your active applicant will be displayed in the top right corner of the screen, and can be changed at any time by clicking on the 'change' link next to the applicant name.
Another Company
1 Home Gve
Hometown, Victoria, 3000
Australia
Homecorp Pty Ltd
1 Home Way
Hometown, Victoria, 3000
Australia

2. Click on the **company details** to change the applicant. The Dashboard displays.



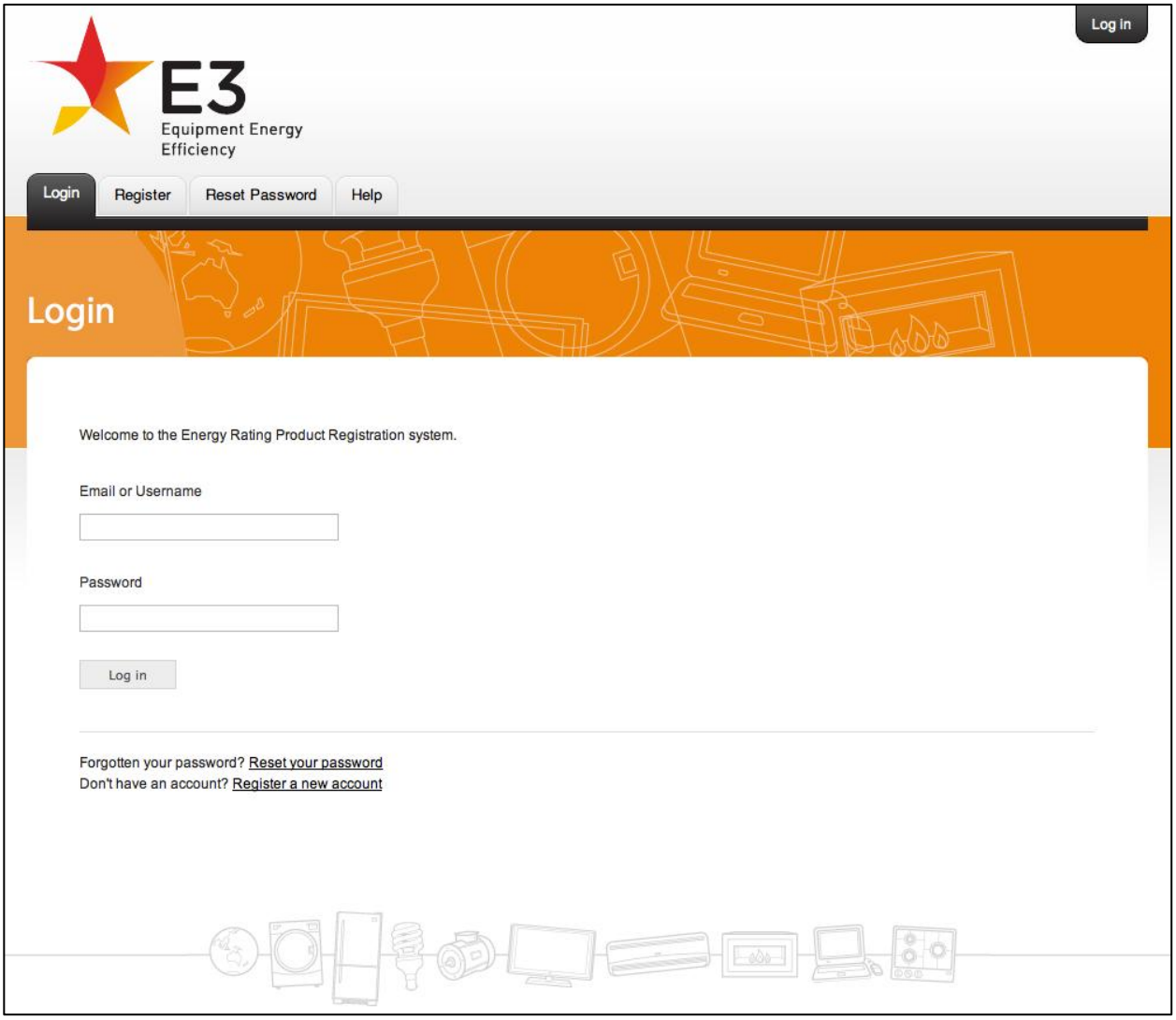
You can do the following:

- Create a new product registration application; refer to section 6.1 Create a product registration application.
- Manage my existing and draft registration; refer to section 6.2 Manage your registrations.
- Manage my account; refer to section 7 Account Management.

4. Site Access

4.1. Login

1. In the browser, enter https://reg.energyrating.gov.au. The login page displays.



2. In the Email/Username field, enter either your **email** or **username**.
3. In the Password field, enter your **password**.
4. Click the **Log in** button (this page will display differently depending on first or subsequent entry status).

4.2. Log out

1. In the top right-hand corner click the **Log out** link.

Note that if you do not log out explicitly (as above) you will be automatically logged out of the system after 15 minutes' inactivity.

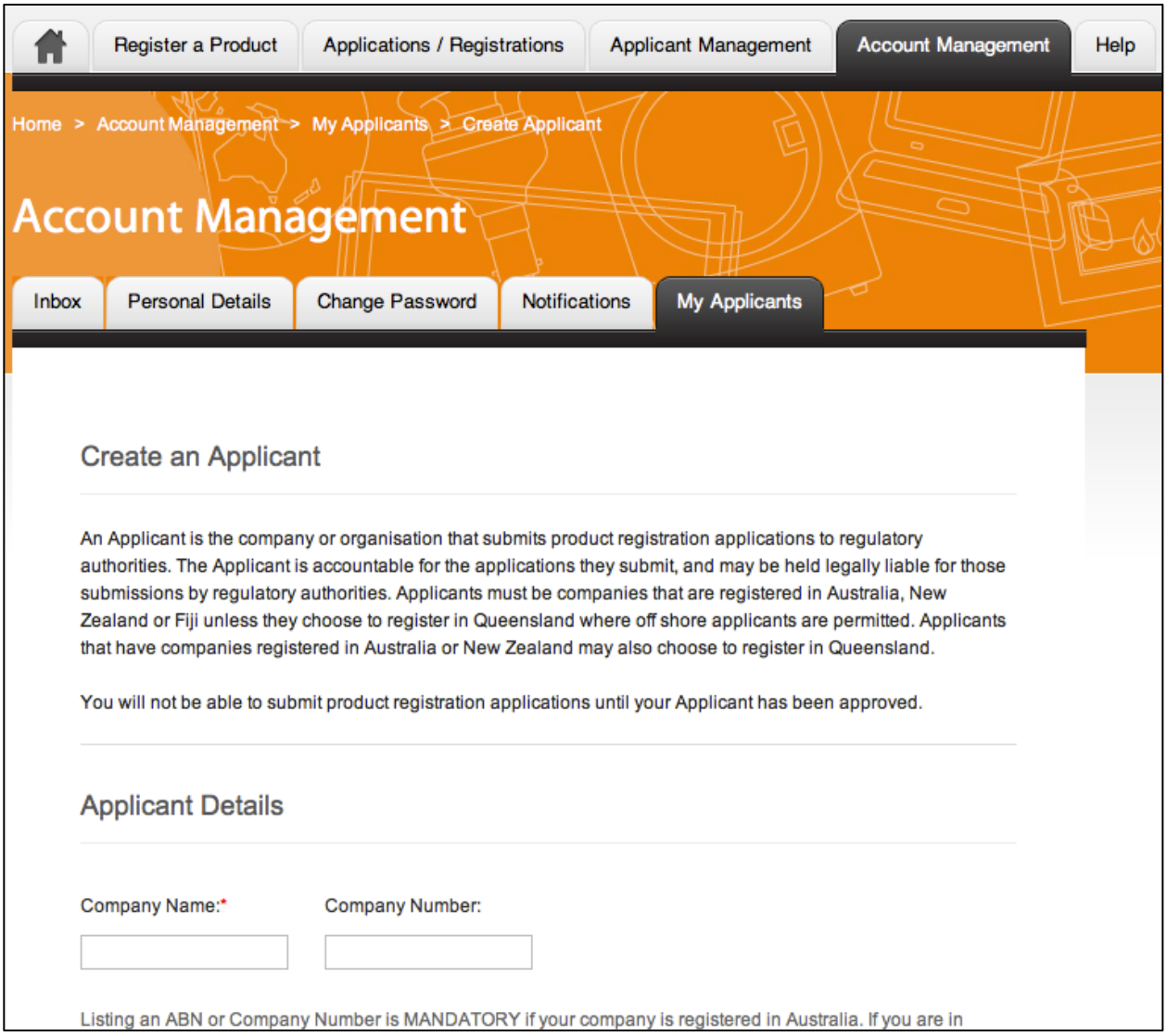
5. Applicant Management

5.1. Create a new Applicant

When you first log into the website, the Create an Applicant page displays on the dashboard.

Initially, you will need to create a new Applicant to use when submitting applications.

An Applicant is the company or organisation that submits product registration applications to regulatory authorities. The Applicant is accountable for the applications and subsequent registrations they submit, and may be held legally liable for those submissions by regulatory authorities. Applicants must be companies that are registered in Australia, New Zealand or Fiji unless they choose to register in Queensland where off shore applicants are permitted. Applicants that have companies registered in Australia or New Zealand may also choose to register in Queensland.


Register a Product
Applications / Registrations
Applicant Management
Account Management
Help
Home > Account Management > My Applicants > Create Applicant
Account Management
Inbox
Personal Details
Change Password
Notifications
My Applicants
Create an Applicant
An Applicant is the company or organisation that submits product registration applications to regulatory authorities. The Applicant is accountable for the applications they submit, and may be held legally liable for those submissions by regulatory authorities. Applicants must be companies that are registered in Australia, New Zealand or Fiji unless they choose to register in Queensland where off shore applicants are permitted. Applicants that have companies registered in Australia or New Zealand may also choose to register in Queensland.
You will not be able to submit product registration applications until your Applicant has been approved.
Applicant Details
Company Name:*
Company Number:
Listing an ABN or Company Number is MANDATORY if your company is registered in Australia. If you are in

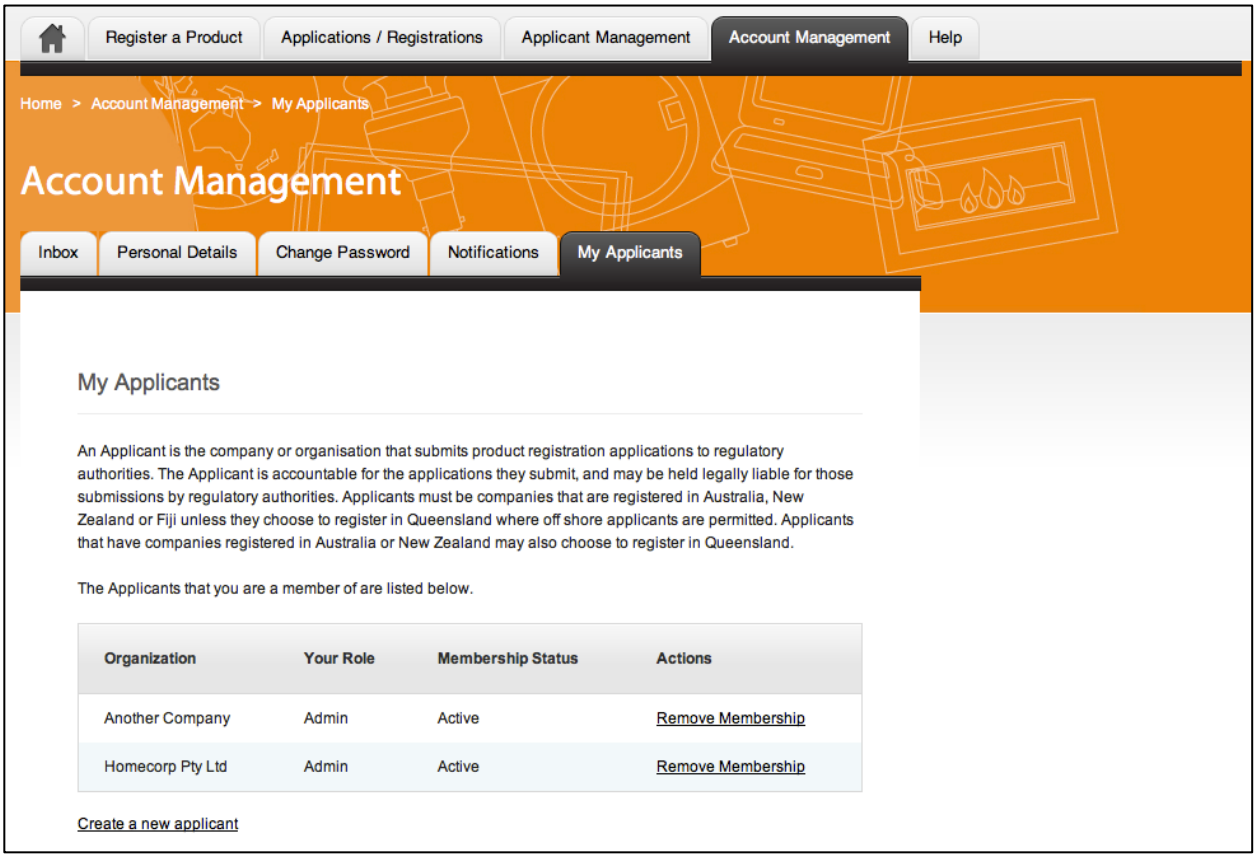
1. In the Company Name field, enter the **company's name**.
2. In the ABN or Company Number field, enter the **company's Australian Business Number** or **Company Number**.

   *Listing an ABN or Company Number is **MANDATORY** if your company is registered in Australia.*

If you are in Australia and fail to list your ABN or Company Number your application will be returned.

3. In the Company Phone field, enter the **company's phone number** including the country code as well as the area code if applicable.
4. In the Company Fax field, enter the **company's fax number** including the country code as well as the area code if applicable.
5. In the Company Email field, enter the **company's email address**.
6. In the Company Website field, enter the URL of the **company's website**.
7. In the Street Address field, enter the **company's street** number and name.
8. In the Suburb/Town field, enter the **company's suburb** within a city or **town,** whichever is applicable.
9. In the Postal Code field, enter the **company's postal code**.
10. In the State/Region field, enter the **company's state, county** or **region**, whichever is applicable.
11. From the Country drop-down list, select the **company's country** or select *other* if not in Australia, New Zealand or Fiji.

    The applicant will need to reside in Australia, New Zealand or Fiji unless they register in Queensland. Applicants that have companies registered in Australia, New Zealand or Fiji may also choose to register in Queensland.
12. Select the **check box** if postal address is the same as street address, otherwise enter the **postal address**.
13. Click the **Create Applicant** button. The applicant is created and submitted to the regulators for approval. The Account Management page displays.

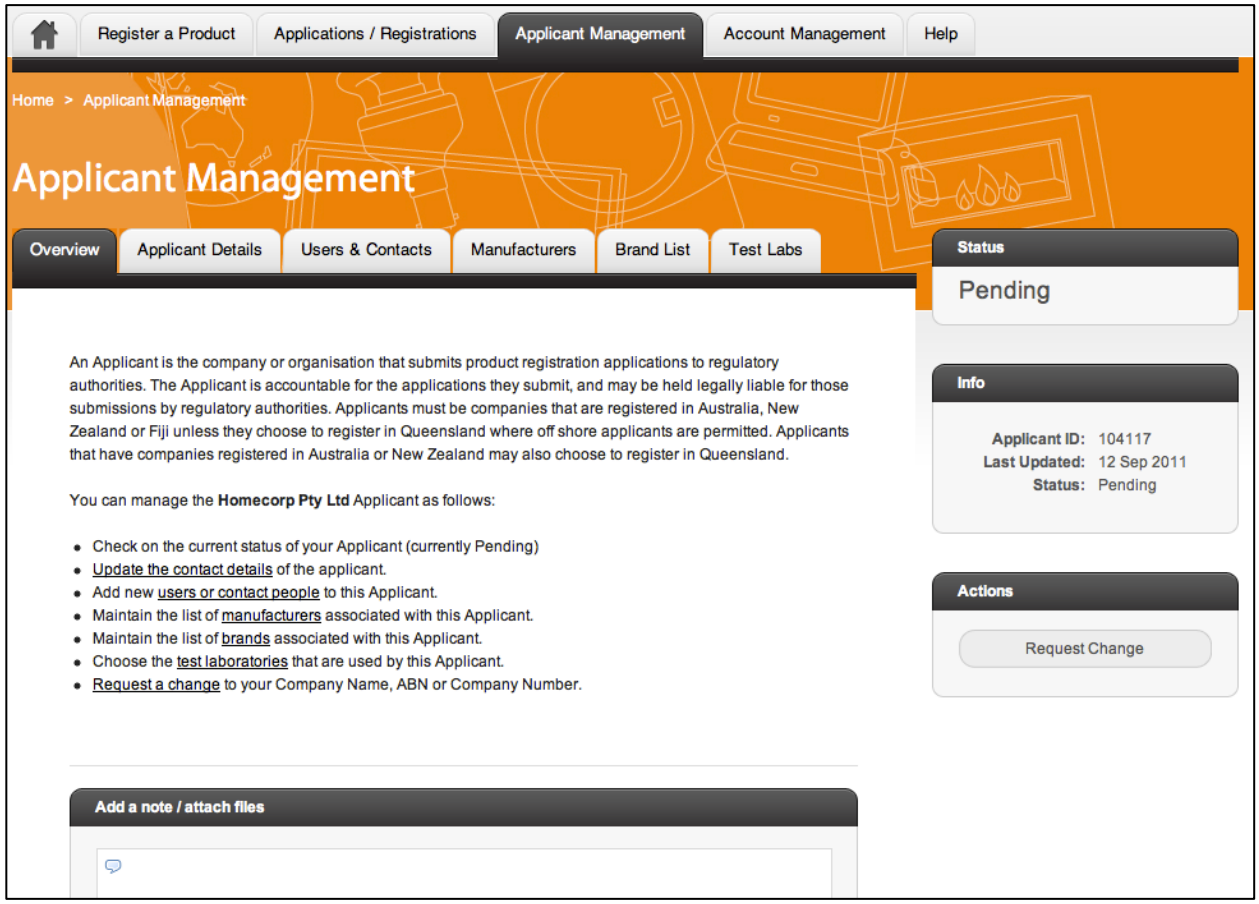

Register a Product
Applications / Registrations
Applicant Management
Account Management
Help
Home > Account Management > My Applicants
Account Management
Inbox
Personal Details
Change Password
Notifications
My Applicants
My Applicants
An Applicant is the company or organisation that submits product registration applications to regulatory authorities. The Applicant is accountable for the applications they submit, and may be held legally liable for those submissions by regulatory authorities. Applicants must be companies that are registered in Australia, New Zealand or Fiji unless they choose to register in Queensland where off shore applicants are permitted. Applicants that have companies registered in Australia or New Zealand may also choose to register in Queensland.
The Applicants that you are a member of are listed below.
Organization
Your Role
Membership Status
Actions
Another Company
Admin
Active
Remove Membership
Homecorp Pty Ltd
Admin
Active
Remove Membership
Create a new applicant

5.1.1. Add a contact to your applicant

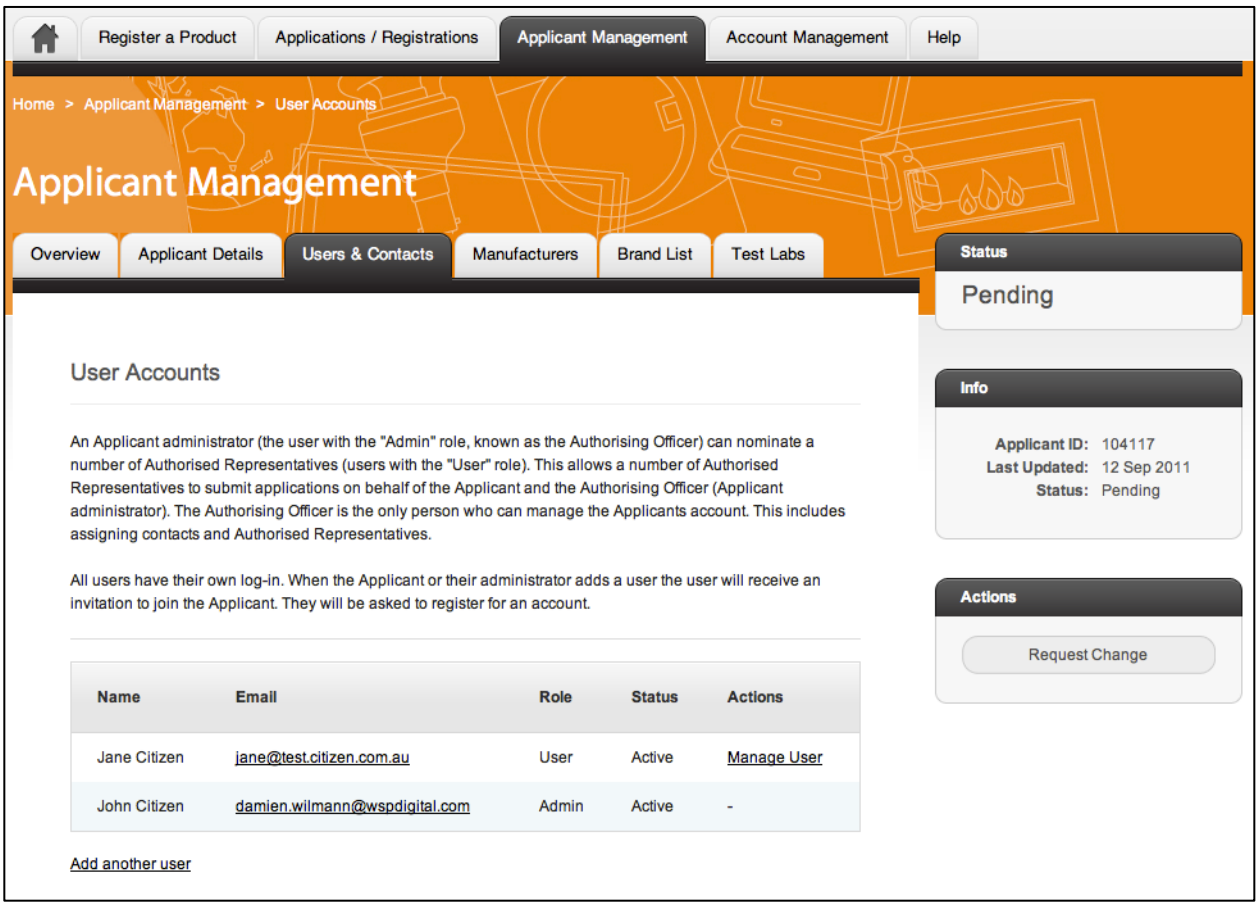
Each Applicant may be associated with a number of Authorised Representatives and Contacts. Authorised Representatives are able to login to the website and submit registration applications on behalf of the Applicant. Applicant Contacts represent the administrative and technical contact people this Applicant has nominated. It is the Applicants responsibility to amend Authorised Representative and Contact details if they change.

You need to have at least one Contact set up on your Applicant in order to submit a registration application.

1. From the top menu, click the **Applicant Management** tab. The Applicant Management page displays.

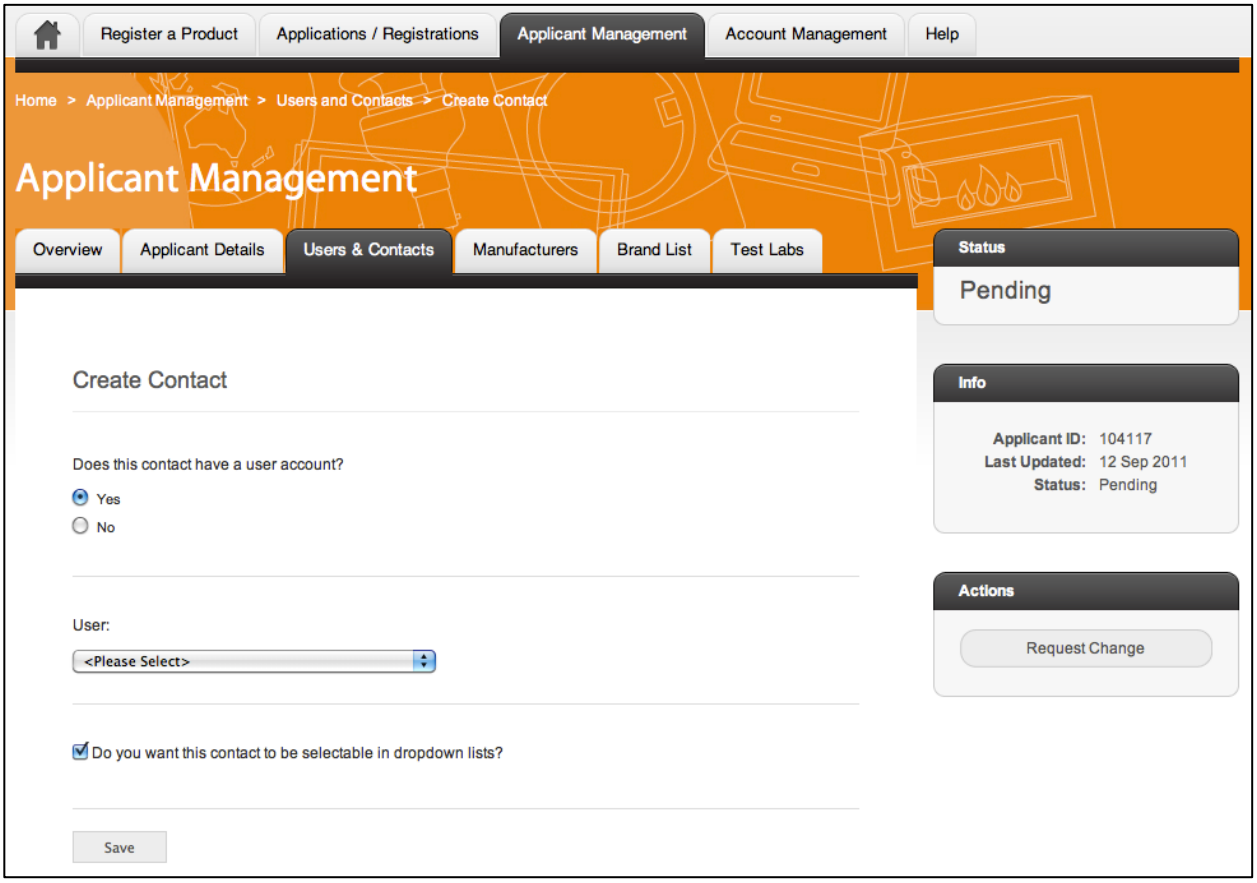

Register a Product
Applications / Registrations
Applicant Management
Account Management
Help
Home > Applicant Management
Applicant Management
Overview
Applicant Details
Users & Contacts
Manufacturers
Brand List
Test Labs
Status
Pending
An Applicant is the company or organisation that submits product registration applications to regulatory authorities. The Applicant is accountable for the applications they submit, and may be held legally liable for those submissions by regulatory authorities. Applicants must be companies that are registered in Australia, New Zealand or Fiji unless they choose to register in Queensland where off shore applicants are permitted. Applicants that have companies registered in Australia or New Zealand may also choose to register in Queensland.
You can manage the Homecorp Pty Ltd Applicant as follows:
Check on the current status of your Applicant (currently Pending)
Update the contact details of the applicant.
Add new users or contact people to this Applicant.
Maintain the list of manufacturers associated with this Applicant.
Maintain the list of brands associated with this Applicant.
Choose the test laboratories that are used by this Applicant.
Request a change to your Company Name, ABN or Company Number.
Info
Applicant ID: 104117
Last Updated: 12 Sep 2011
Status: Pending
Actions
Request Change
Add a note / attach files

2. From the Applicant Management menu, click the **Users & Contacts** tab. The Users & Contacts page displays.


Register a Product
Applications / Registrations
Applicant Management
Account Management
Help
Home > Applicant Management > User Accounts
Applicant Management
Overview
Applicant Details
Users & Contacts
Manufacturers
Brand List
Test Labs
Status
Pending
User Accounts
An Applicant administrator (the user with the "Admin" role, known as the Authorising Officer) can nominate a number of Authorised Representatives (users with the "User" role). This allows a number of Authorised Representatives to submit applications on behalf of the Applicant and the Authorising Officer (Applicant administrator). The Authorising Officer is the only person who can manage the Applicants account. This includes assigning contacts and Authorised Representatives.
All users have their own log-in. When the Applicant or their administrator adds a user the user will receive an invitation to join the Applicant. They will be asked to register for an account.
Info
Applicant ID: 104117
Last Updated: 12 Sep 2011
Status: Pending
Actions
Request Change
Name
Email
Role
Status
Actions
Jane Citizen
jane@test.citizen.com.au
User
Active
Manage User
John Citizen
damien.wilmann@wspdigital.com
Admin
Active
-
Add another user

3. Click **Add a contact** link. The Create Contact page displays.

Note you can add another Authorised Representative. The Authorised Representative can also be the nominated contact.



4. From the **Does this contact have a user account?** select either:

- Yes
- No

If you selected **Yes** then complete the following:

- From the User drop-down list, select a **user account**.
- Click the **Save** button. The contact is added as a user.

If you selected **No** then complete the following:

- In the Full Name field, enter the **full name**.
- In the Organisation field, enter the **organisation**.
- In the Job Title field, enter the **job title**.
- In the Phone field, enter the **phone number** including the country code as well as the area code if applicable.
- In the Fax field, enter the **fax number** including the country code as well as the area code if applicable.
- In the Street Address field, enter the **street** number and name.
- In the Suburb/Town field, enter the **suburb** within a city or **town,** whichever is applicable.
- In the Postal Code field, enter the **postal code**.

- In the State/Region field, enter the **state, county** or **region**, whichever is applicable.
- From the Country drop-down list, select the **country**.
- Select the **check box** if postal address is the same as the street address.
- If the postal address is different complete the **address** fields.

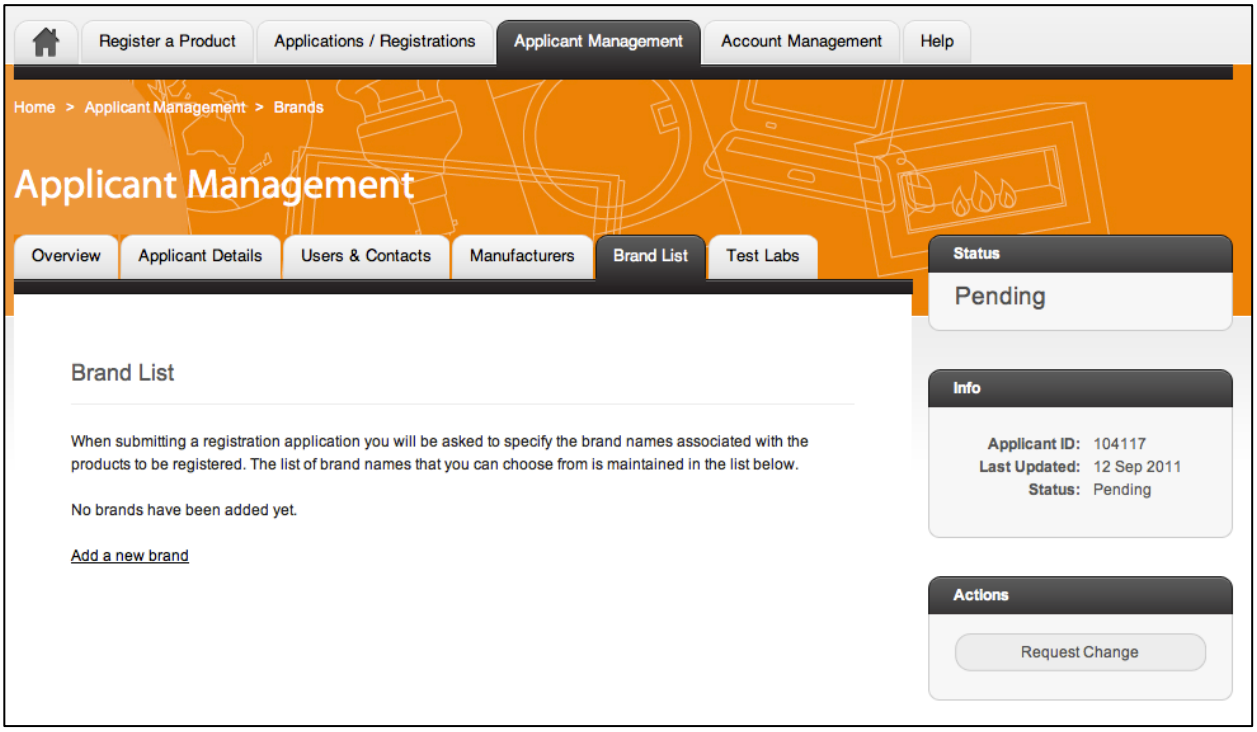
5. De-select the **check box** if you do not want this contact to be selectable in drop-down lists.
6. Click the **Save** button. The contact is added.

5.1.2. Add a brand to your applicant

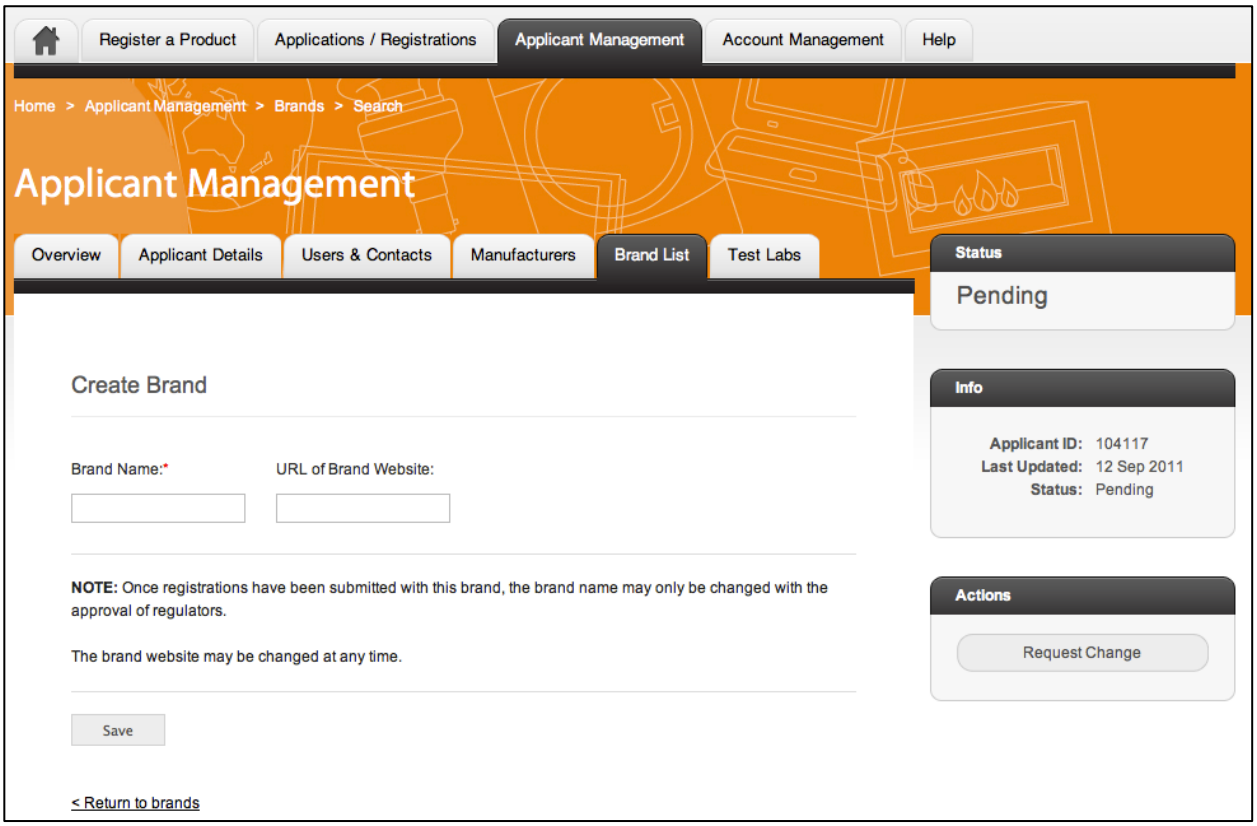
Each Applicant has a list of brands that their registration applications refer to. This list of brands is maintained at the Applicant level so that you can update brand information (such as websites) at a later date.

You need to have at least one Brand setup on your Applicant in order to submit a registration application.

1. From the Applicant Management menu, click the **Brand List** tab. The Brand List page displays.



2. Click the **Add a new brand** link. The Create Brand page displays.



3. In the Brand Name field, enter the **brand name**.
4. In the URL of Brand Website, enter the **brand's website URL** using the following example format:

   http://www.mysite.com

   This will be added as a hyperlink wherever this brand appears on the public site (i.e. on the product comparison tool).
5. Click the **Save** button. The brand is created.

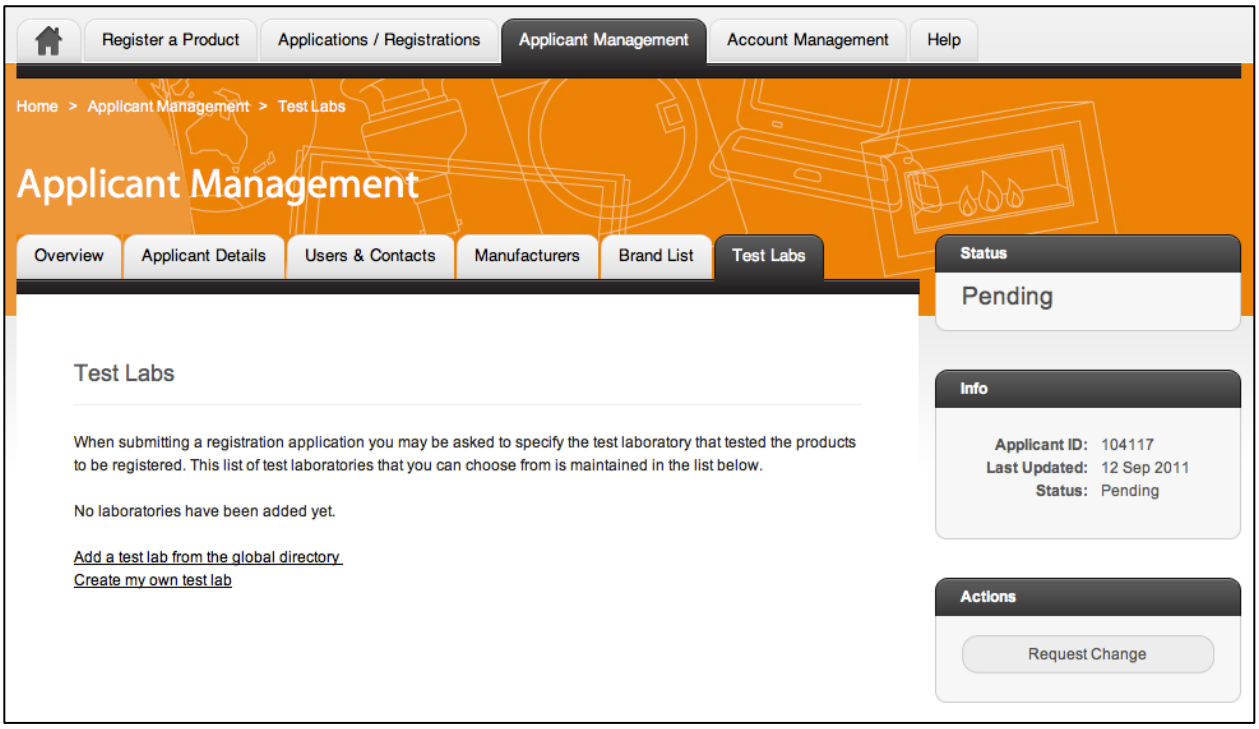
5.1.3. Add a test lab to your applicant

Each Applicant has a list of test laboratories that their registration applications can refer to. This list is maintained at the applicant level to reduce the repetitive data entry required when you use the same test lab in multiple registration applications.

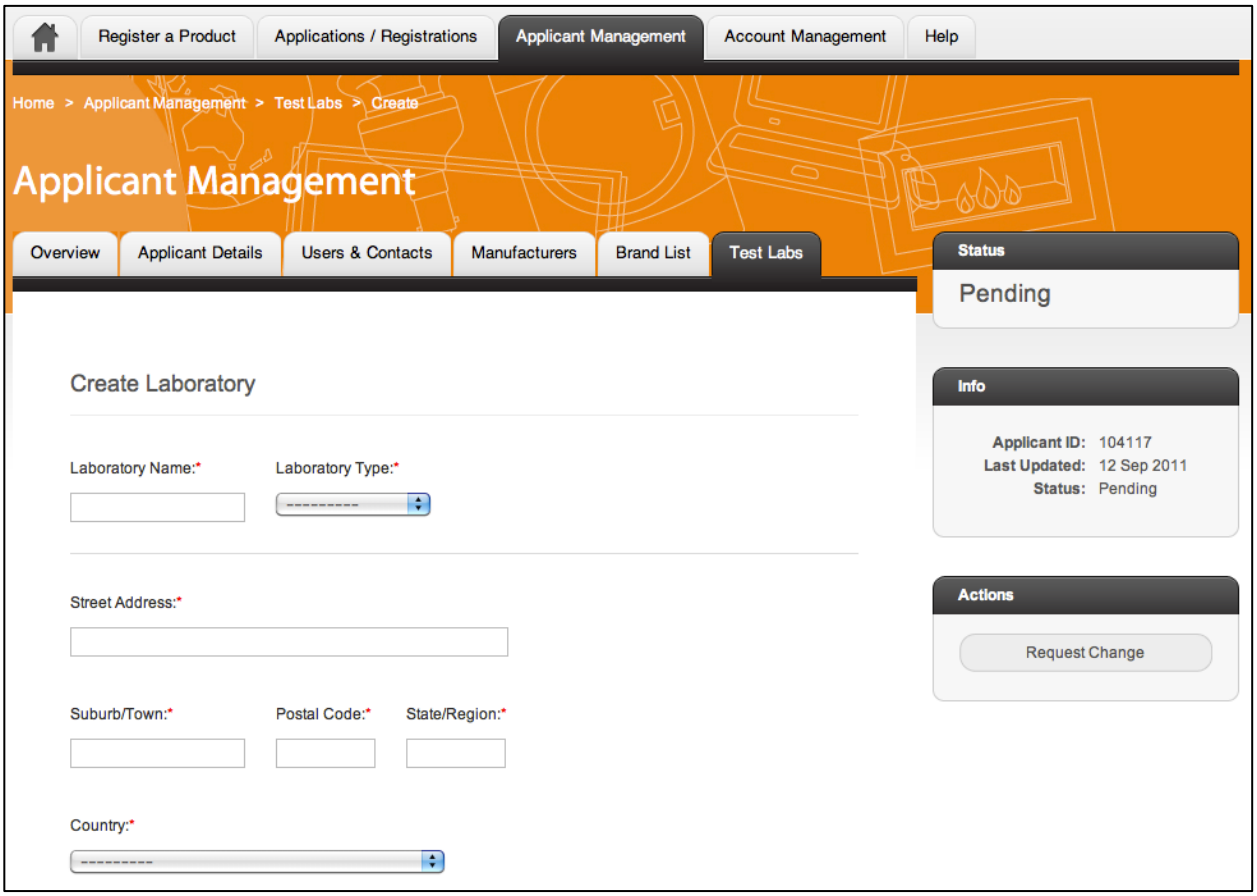
There are two types of test lab: your Own Lab representing your organisation's private internal lab, and Independent Labs representing publicly available labs. When adding an Independent Lab you can choose from a global list of labs that is available to all suppliers.

You need to have at least one test lab setup on your Applicant in order to submit a registration application.

1. From the Applicant Management menu, click the **Test Lab** tab. The Test Labs page displays.


Register a Product
Applications / Registrations
Applicant Management
Account Management
Help
Home > Applicant Management > Test Labs
Applicant Management
Overview
Applicant Details
Users & Contacts
Manufacturers
Brand List
Test Labs
Status
Pending
Test Labs
When submitting a registration application you may be asked to specify the test laboratory that tested the products to be registered. This list of test laboratories that you can choose from is maintained in the list below.
No laboratories have been added yet.
Add a test lab from the global directory
Create my own test lab
Info
Applicant ID: 104117
Last Updated: 12 Sep 2011
Status: Pending
Actions
Request Change

2. Click the **Create my own test laboratory** link.



3. In the Laboratory Name field, enter the **laboratory name**.
4. From the Laboratory Type drop-down list, select the **laboratory type** either:

– Independent Lab

– Own Lab

5. In the Street Address field, enter the **street** number and name.
6. In the Suburb/Town field, enter the **suburb** within a city or **town,** whichever is applicable.
7. In the Postal Code field, enter the **postal code**.
8. In the State/Region field, enter the **state, county** or **region**, whichever is applicable.
9. From the Country drop-down list, select the **country**.
10. Select the **check box** if postal address is the same as street address.
11. If the postal address is different complete the **address** fields.
12. Select the **check box** if you want this laboratory to be available to all other applicants.
13. Click the **Save** button. The lab added to your applicant.

5.1.3.1.Add an existing laboratory

There is a "global" list of laboratories that is maintained for all users to access. This list contains laboratories that are used by multiple suppliers.

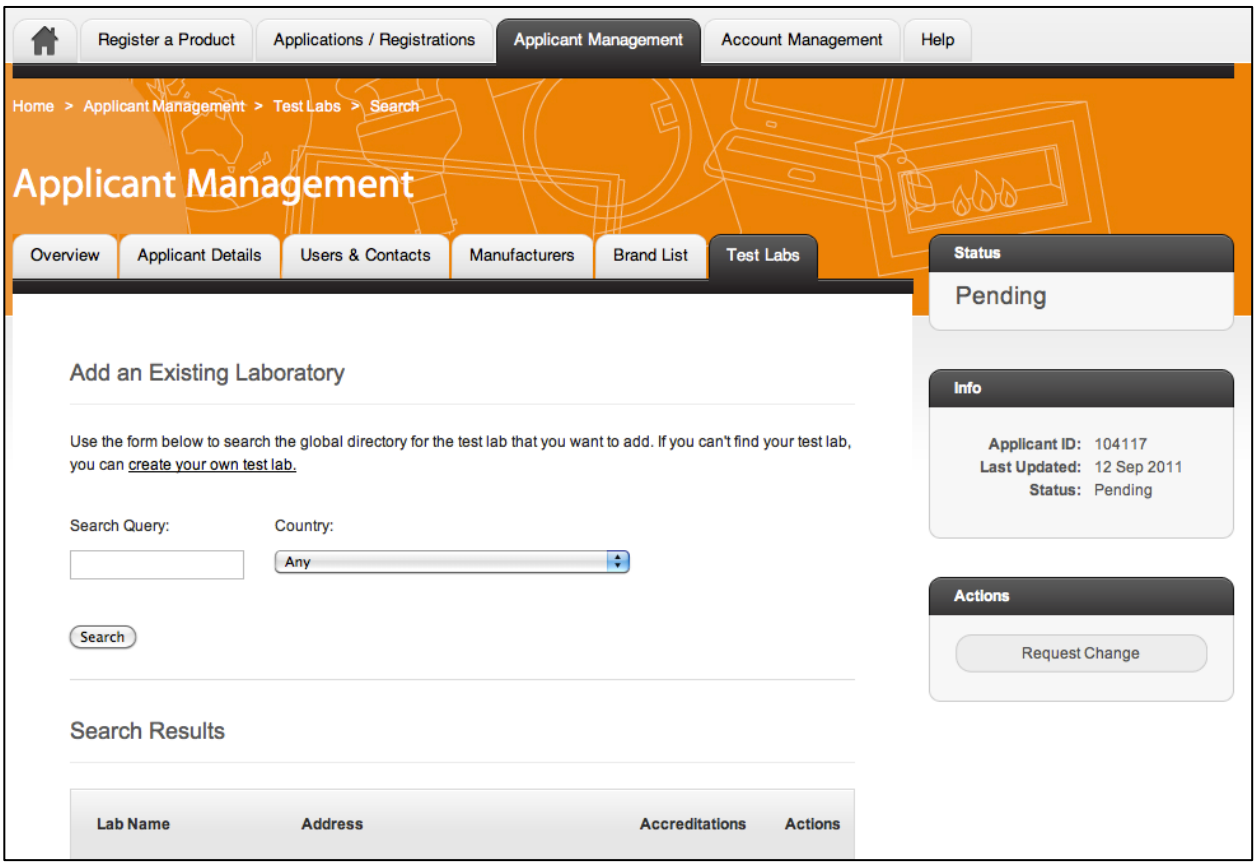
Notes

– If your lab is exclusive, internal to your organisation or does not appear in this list, then add a test lab to your applicant, refer to section 5.1.3 Add a test lab to your applicant.

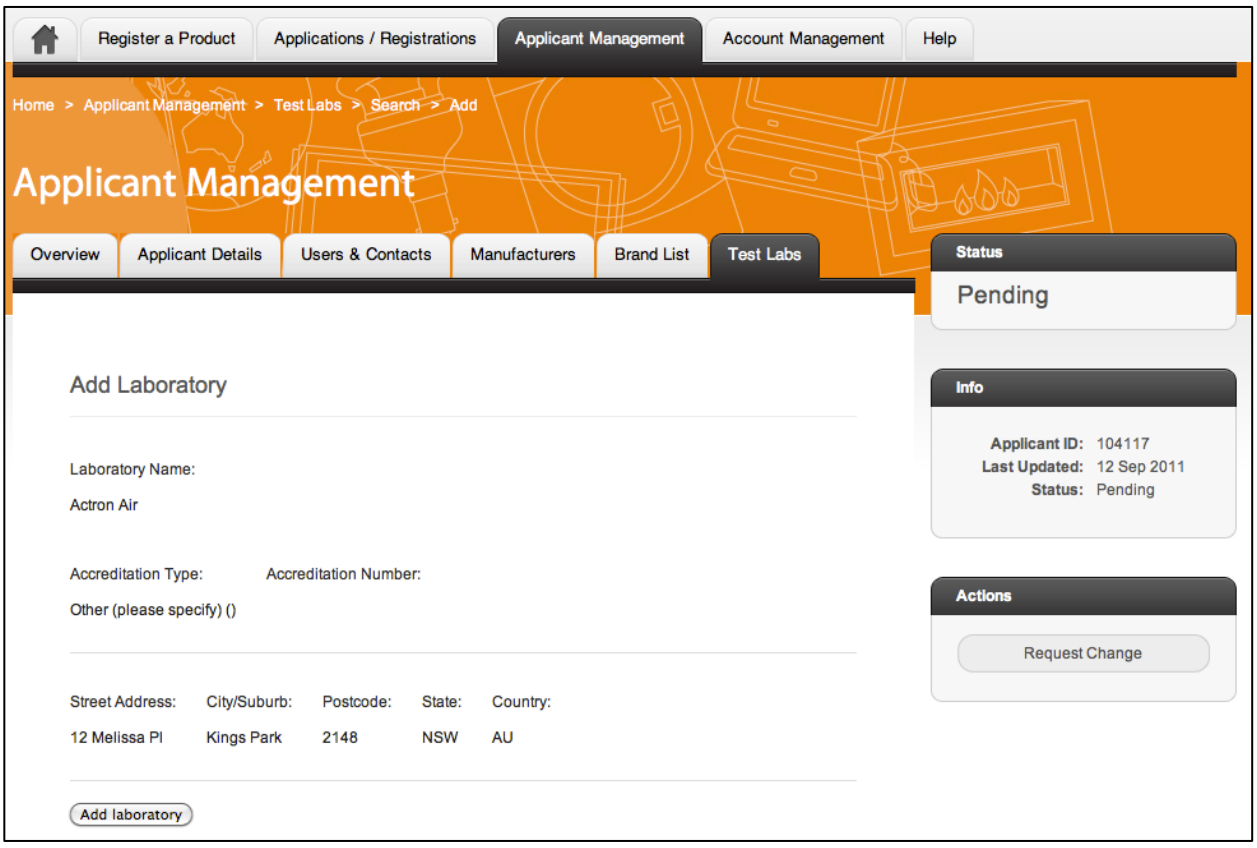
– If you know this laboratory is used by other suppliers then select the check box to make the lab available to other applicants, refer to step 13 in the above section.

To add a test lab from the global directory complete the following:

1. Click the **Add a test lab from the global directory** link.



2. In the Search Query field, enter the **search text**.
3. From the Country drop-down list, select the **country**.
4. Click the **Search** button. The search results display.
5. For the required laboratory, click the **Select** link. The Add Laboratory page displays.



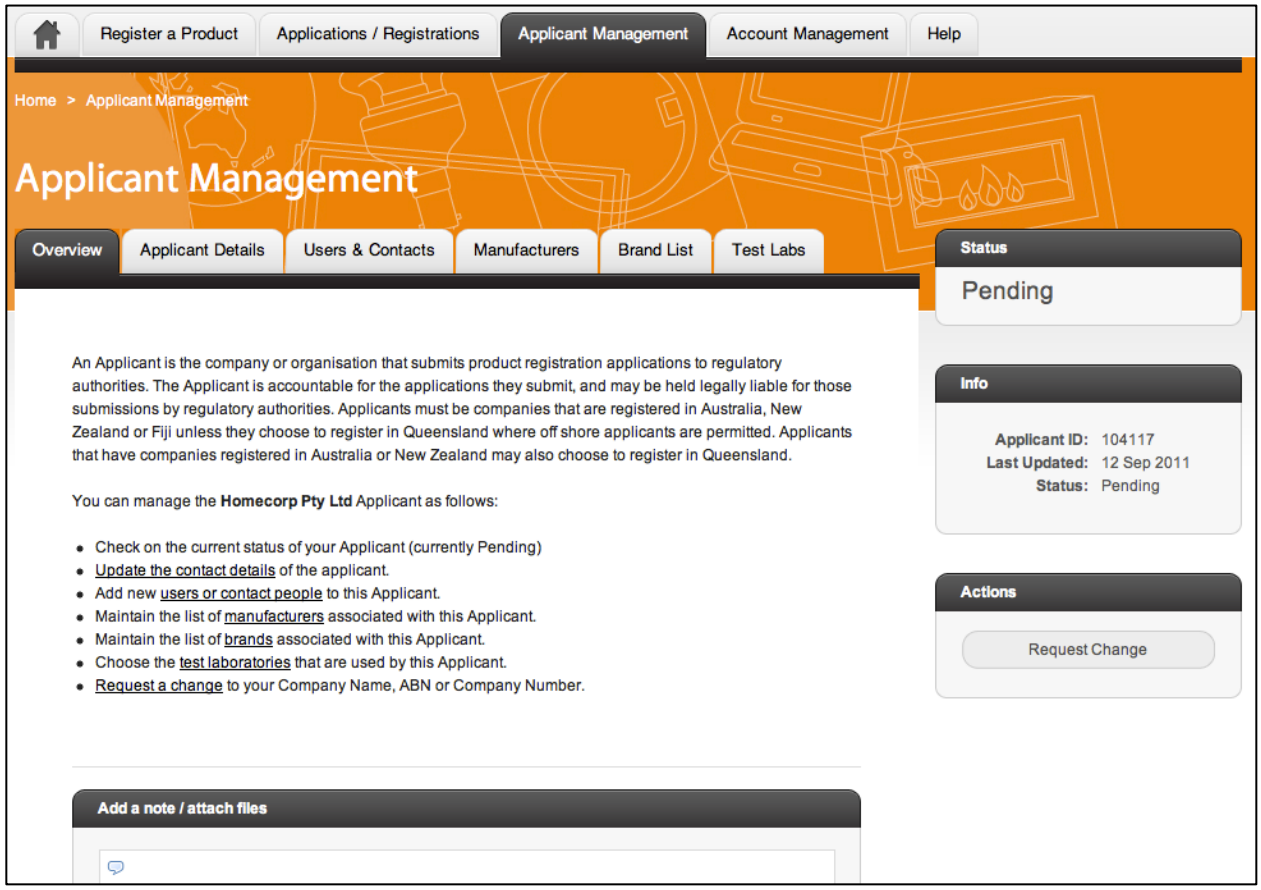
6. Click the **Add laboratory** button. The laboratory is added to your applicant.

5.2. Add another Authorised Representative to your account

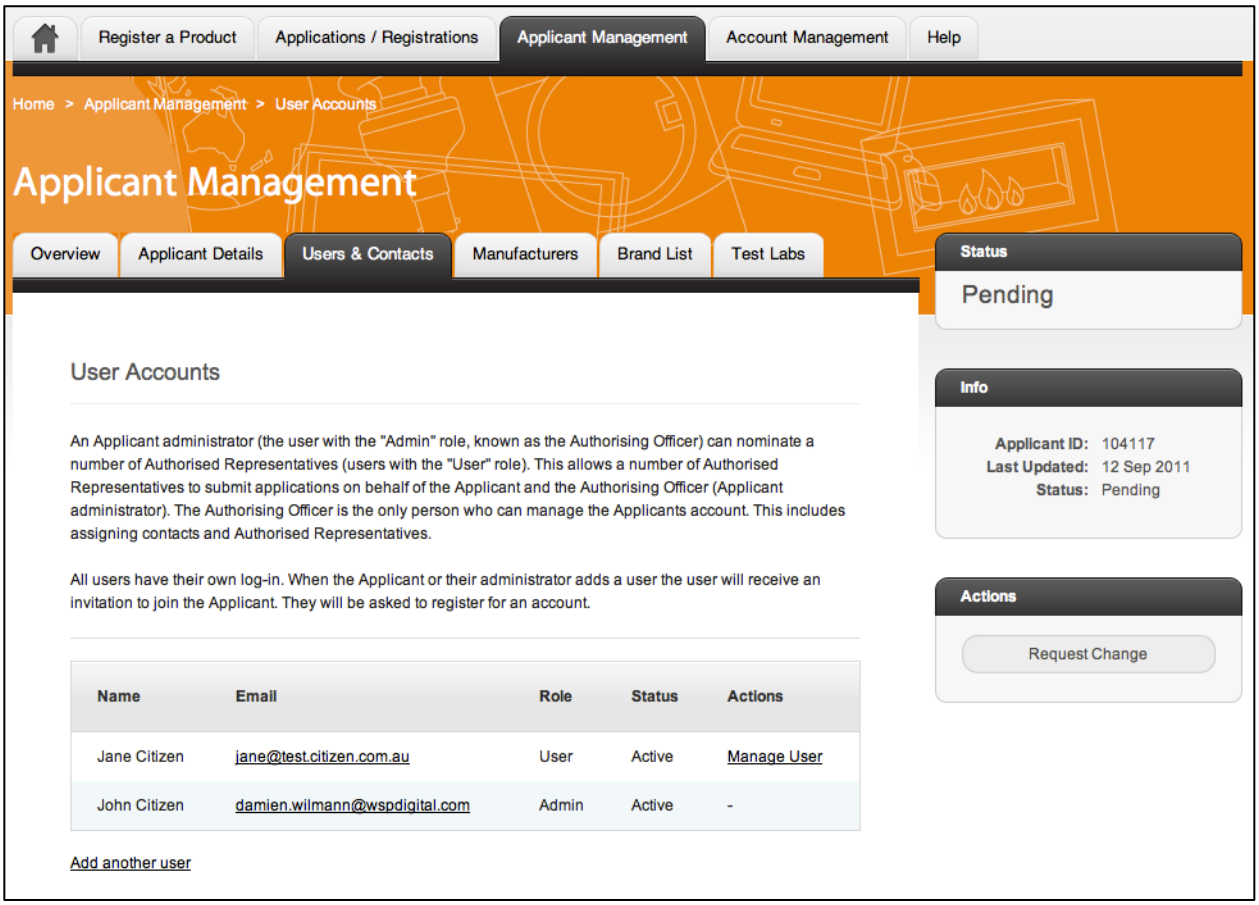
You can have multiple Authorised Representatives associated with each Applicant. This allows the Authorising Officer to easily manage the people in their organisation and ensure they have the appropriate access.

From the dashboard, complete the following:

1. From the menu, click the **Application Management** tab.

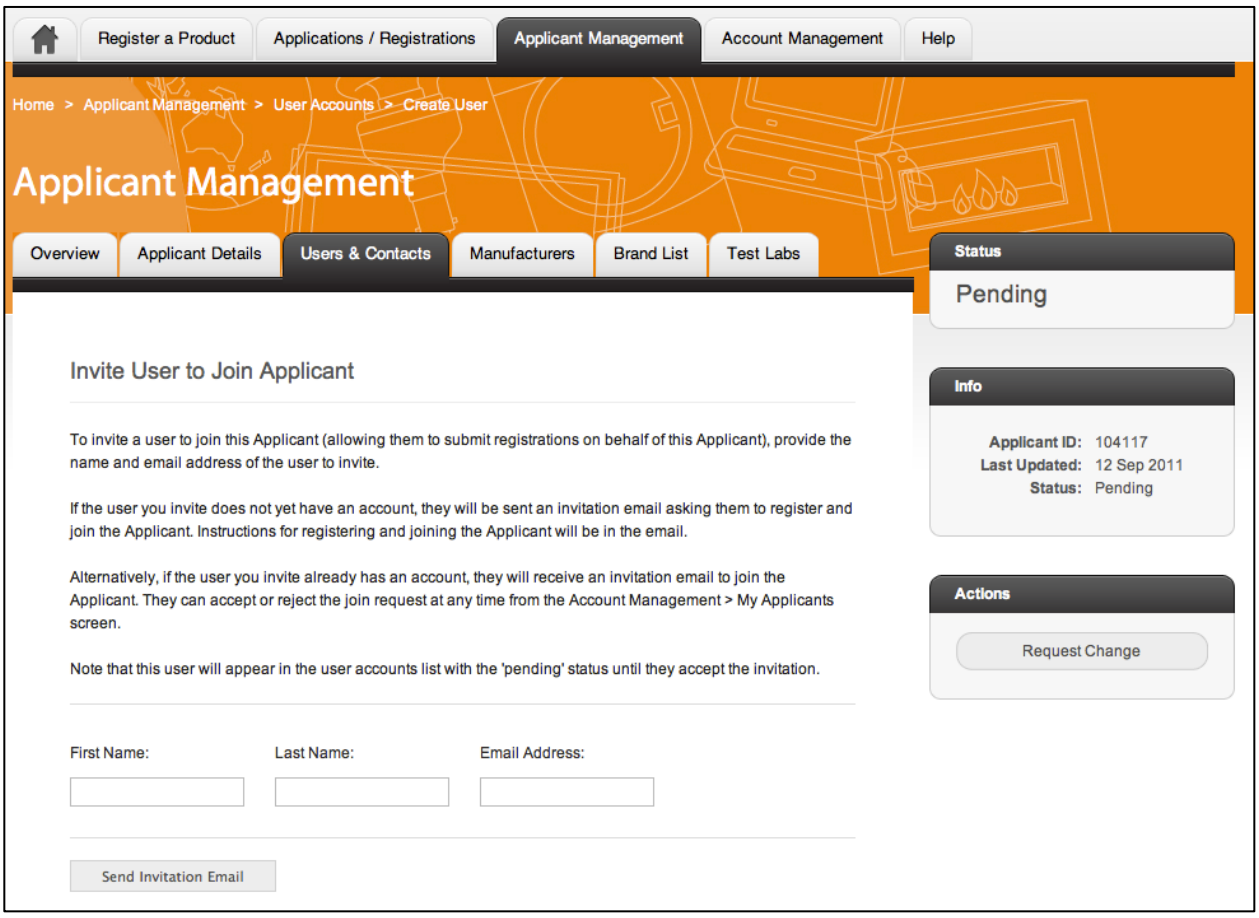

Register a Product
Applications / Registrations
Applicant Management
Account Management
Help
Home > Applicant Management
Applicant Management
Overview
Applicant Details
Users & Contacts
Manufacturers
Brand List
Test Labs
Status
Pending
An Applicant is the company or organisation that submits product registration applications to regulatory authorities. The Applicant is accountable for the applications they submit, and may be held legally liable for those submissions by regulatory authorities. Applicants must be companies that are registered in Australia, New Zealand or Fiji unless they choose to register in Queensland where off shore applicants are permitted. Applicants that have companies registered in Australia or New Zealand may also choose to register in Queensland.
You can manage the Homecorp Pty Ltd Applicant as follows:
Check on the current status of your Applicant (currently Pending)
Update the contact details of the applicant.
Add new users or contact people to this Applicant.
Maintain the list of manufacturers associated with this Applicant.
Maintain the list of brands associated with this Applicant.
Choose the test laboratories that are used by this Applicant.
Request a change to your Company Name, ABN or Company Number.
Info
Applicant ID: 104117
Last Updated: 12 Sep 2011
Status: Pending
Actions
Request Change
Add a note / attach files

2. From the sub-menu, click the **Users & Contacts** tab.


Register a Product
Applications / Registrations
Applicant Management
Account Management
Help
Home > Applicant Management > User Accounts
Applicant Management
Overview
Applicant Details
Users & Contacts
Manufacturers
Brand List
Test Labs
Status
Pending
User Accounts
An Applicant administrator (the user with the "Admin" role, known as the Authorising Officer) can nominate a number of Authorised Representatives (users with the "User" role). This allows a number of Authorised Representatives to submit applications on behalf of the Applicant and the Authorising Officer (Applicant administrator). The Authorising Officer is the only person who can manage the Applicants account. This includes assigning contacts and Authorised Representatives.
All users have their own log-in. When the Applicant or their administrator adds a user the user will receive an invitation to join the Applicant. They will be asked to register for an account.
Info
Applicant ID: 104117
Last Updated: 12 Sep 2011
Status: Pending
Actions
Request Change
Name
Email
Role
Status
Actions
Jane Citizen
jane@test.citizen.com.au
User
Active
Manage User
John Citizen
damien.wilmann@wspdigital.com
Admin
Active
-
Add another user

From the User Accounts section complete the following:

3. Click the **Add another user** link. The Add a User page displays.


Register a Product
Applications / Registrations
Applicant Management
Account Management
Help
Home > Applicant Management > User Accounts > Create User
Applicant Management
Overview
Applicant Details
Users & Contacts
Manufacturers
Brand List
Test Labs
Status
Pending
Invite User to Join Applicant
To invite a user to join this Applicant (allowing them to submit registrations on behalf of this Applicant), provide the name and email address of the user to invite.
If the user you invite does not yet have an account, they will be sent an invitation email asking them to register and join the Applicant. Instructions for registering and joining the Applicant will be in the email.
Alternatively, if the user you invite already has an account, they will receive an invitation email to join the Applicant. They can accept or reject the join request at any time from the Account Management > My Applicants screen.
Note that this user will appear in the user accounts list with the 'pending' status until they accept the invitation.
Info
Applicant ID: 104117
Last Updated: 12 Sep 2011
Status: Pending
Actions
Request Change
First Name:
Last Name:
Email Address:
Send Invitation Email

4. In the First Name field, enter the **user's first name**.
5. In the Last Name field, enter the **user's last name**.
6. In the Email Address field, enter the **user's email address**.
7. Click the **Send Invitation Email** button.

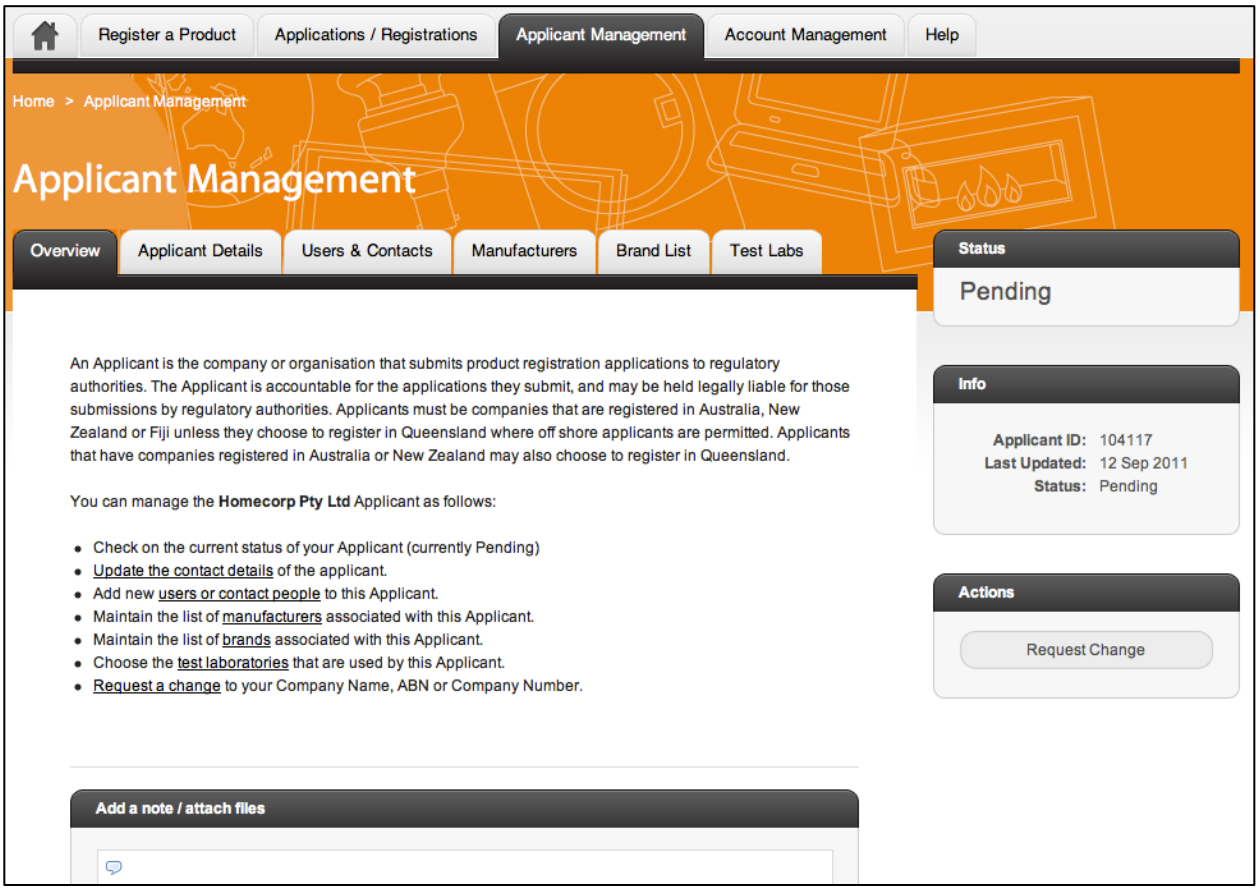
The user will be emailed with the instructions on how to accept the invitation to register and join the account. When the user registration is completed there will be an extra user on the account..

5.3. Manage the applicant's owner

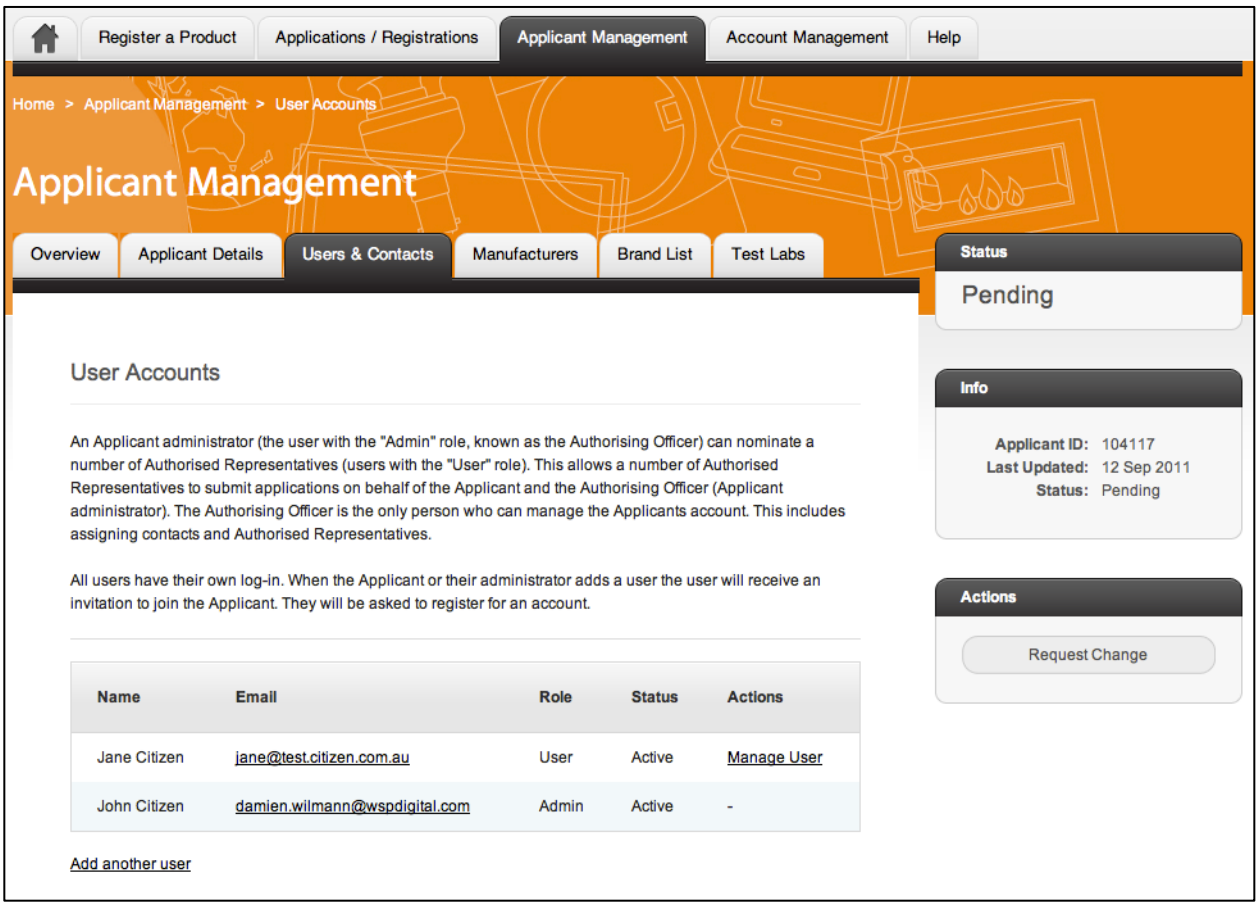
Every Applicant has a single user account that is owned by the Applicant. The owner can add other users to the Applicant and assign permissions to them.

From the dashboard, complete the following:

1. From the menu, click the **Application Management** tab.

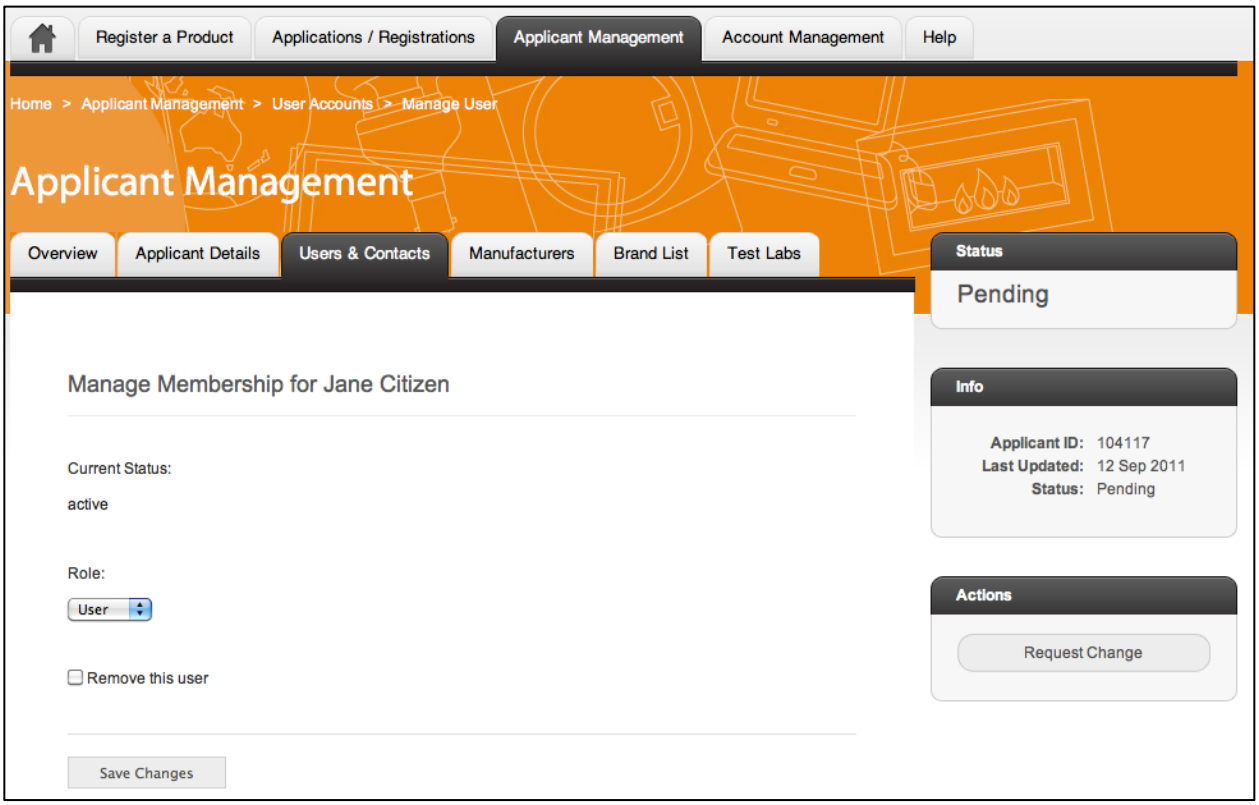

Register a Product
Applications / Registrations
Applicant Management
Account Management
Help
Home > Applicant Management
Applicant Management
Overview
Applicant Details
Users & Contacts
Manufacturers
Brand List
Test Labs
Status
Pending
An Applicant is the company or organisation that submits product registration applications to regulatory authorities. The Applicant is accountable for the applications they submit, and may be held legally liable for those submissions by regulatory authorities. Applicants must be companies that are registered in Australia, New Zealand or Fiji unless they choose to register in Queensland where off shore applicants are permitted. Applicants that have companies registered in Australia or New Zealand may also choose to register in Queensland.
You can manage the Homecorp Pty Ltd Applicant as follows:
Check on the current status of your Applicant (currently Pending)
Update the contact details of the applicant.
Add new users or contact people to this Applicant.
Maintain the list of manufacturers associated with this Applicant.
Maintain the list of brands associated with this Applicant.
Choose the test laboratories that are used by this Applicant.
Request a change to your Company Name, ABN or Company Number.
Info
Applicant ID: 104117
Last Updated: 12 Sep 2011
Status: Pending
Actions
Request Change
Add a note / attach files

2. From the sub-menu, click the **Users & Contacts** tab.


Register a Product
Applications / Registrations
Applicant Management
Account Management
Help
Home > Applicant Management > User Accounts
Applicant Management
Overview
Applicant Details
Users & Contacts
Manufacturers
Brand List
Test Labs
Status
Pending
User Accounts
An Applicant administrator (the user with the "Admin" role, known as the Authorising Officer) can nominate a number of Authorised Representatives (users with the "User" role). This allows a number of Authorised Representatives to submit applications on behalf of the Applicant and the Authorising Officer (Applicant administrator). The Authorising Officer is the only person who can manage the Applicants account. This includes assigning contacts and Authorised Representatives.
All users have their own log-in. When the Applicant or their administrator adds a user the user will receive an invitation to join the Applicant. They will be asked to register for an account.
Info
Applicant ID: 104117
Last Updated: 12 Sep 2011
Status: Pending
Actions
Request Change
Name
Email
Role
Status
Actions
Jane Citizen
jane@test.citizen.com.au
User
Active
Manage User
John Citizen
damien.wilmann@wspdigital.com
Admin
Active
-
Add another user

From the Users section complete the following:

3. For the relevant user, click the **Manage User** link. The Manage Membership page displays.



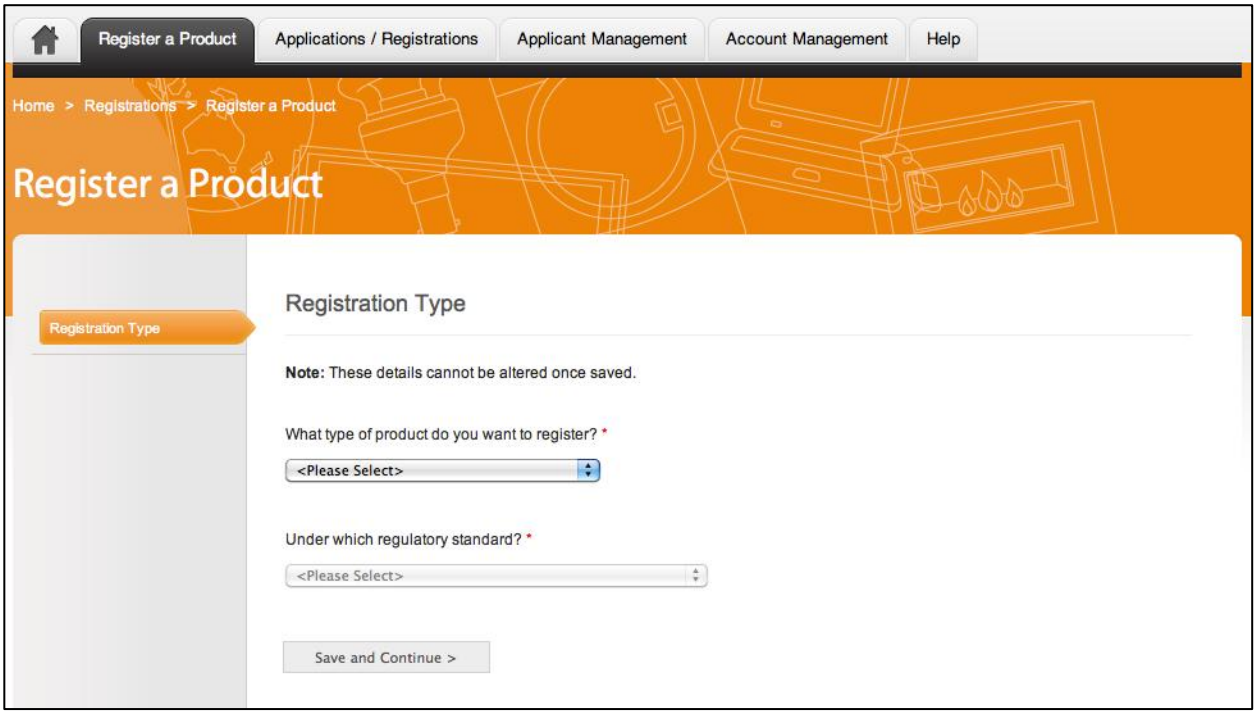
4. From the Role dropdown, select the appropriate role:
   - User
   - Admin - note that an 'Admin' is considered the owner of the applicant account.
5. Click the **Save Changes** button and the user's membership change will be saved.

6. Product Registration

6.1. Create a product registration application

From the Dashboard page complete the following:

1. Click the **Register a Product** link. The Registration Wizard - Registration Type page displays.


Register a Product
Applications / Registrations
Applicant Management
Account Management
Help
Home > Registrations > Register a Product
Register a Product
Registration Type
Registration Type
Note: These details cannot be altered once saved.
What type of product do you want to register? *
<Please Select>
Under which regulatory standard? *
<Please Select>
Save and Continue >

2. From the What type of product do you want to register? drop-down list, select the **product**.
3. From the Under which regulatory standard? drop-down list, select the **regulatory standard**.
4. If applicable, the Single model or family of models? drop-down list will display. Select either:

- **Family**
- **Single**

5. If applicable, the What is this application for? drop-down list will display. Select either:

- **Labelling and MEPS**
- **MEPS only**

6. Click the **Save and Continue >** button. The Registration Wizard pages display.

Depending on the product registration different pages will display.

Complete the pages in order

1. Fill in the **page information**.
2. Click the **Save and Continue** button. A green tick displays at the right-hand side of the menu item.

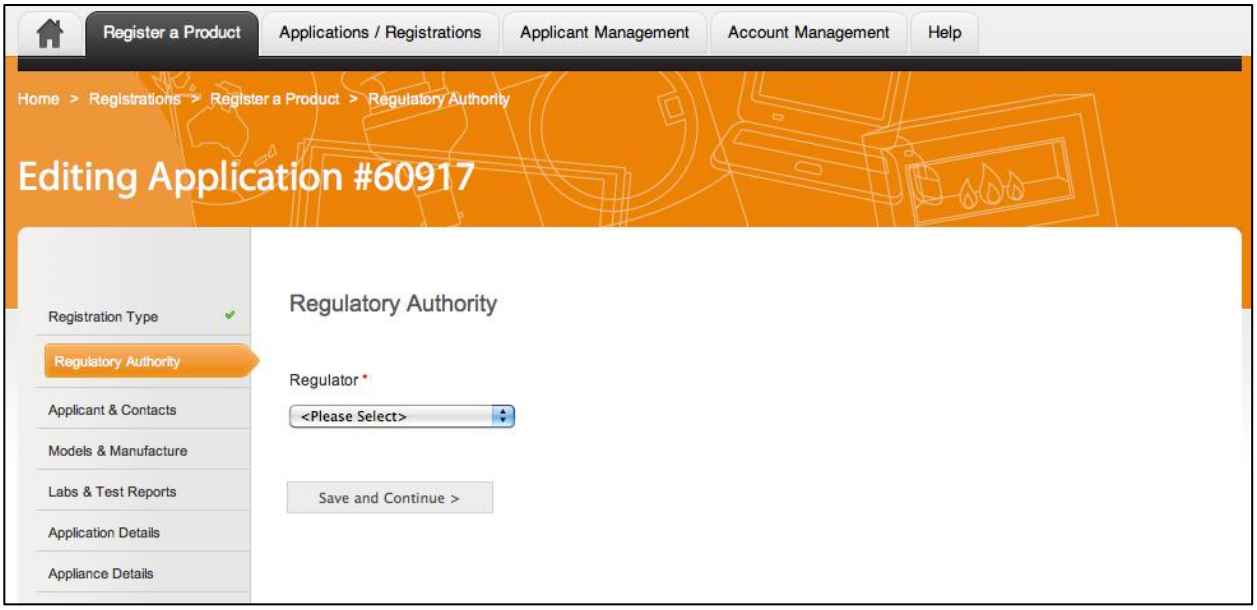
Complete some of the pages

1. Fill in the **page information**.
2. Click the **Save and Continue** button. A green tick displays at the right-hand side of the menu item.

3. Select any **page heading** from the side menu.

   Note that you can navigate away from these pages at any time (essentially exiting the application) and return at a later time to complete the application. If prompted, please click "Save and Continue" when you navigate away to ensure the changes on the current page are saved (changes to previous pages will already be saved).

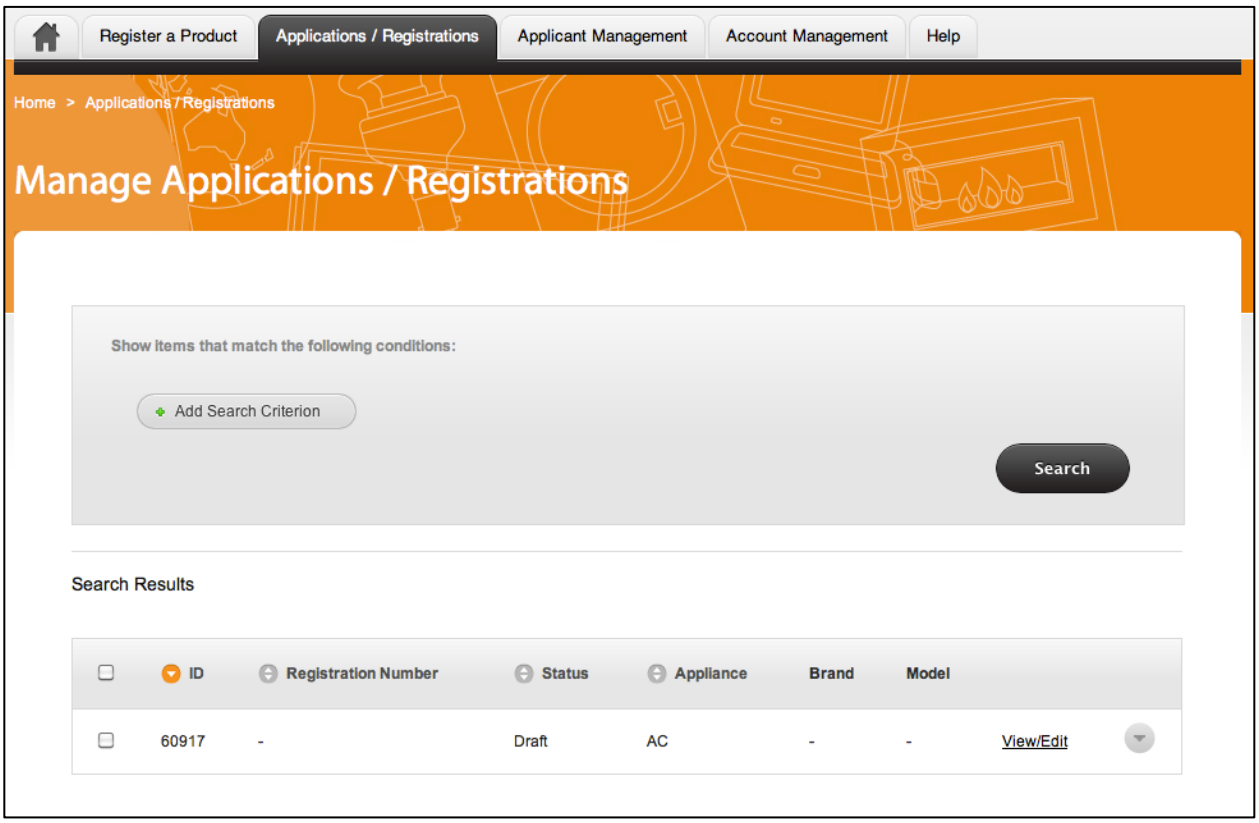
   Note also that a page that contains errors (marked in red) cannot be saved. You will be redirected back to the page if you try to save and continue when there are errors present.



6.2. Manage your registrations / applications

From the Dashboard page complete the following:

1. Click the **Applications / Registrations** link. The Manage Applications / Registrations page displays.



6.2.1. Search for a registration

You can search for applications and registrations.

1. Click the **Add Search Criterion** button. The search criterion line displays.
2. From the [search criteria] drop-down list, select either:

- **Status**
- **Registration ID**
- **Appliance Type**
- **Registration Date**
- **Regulatory Standard**
- **Model Number**
- **Registration Number**
- **Brand Name**

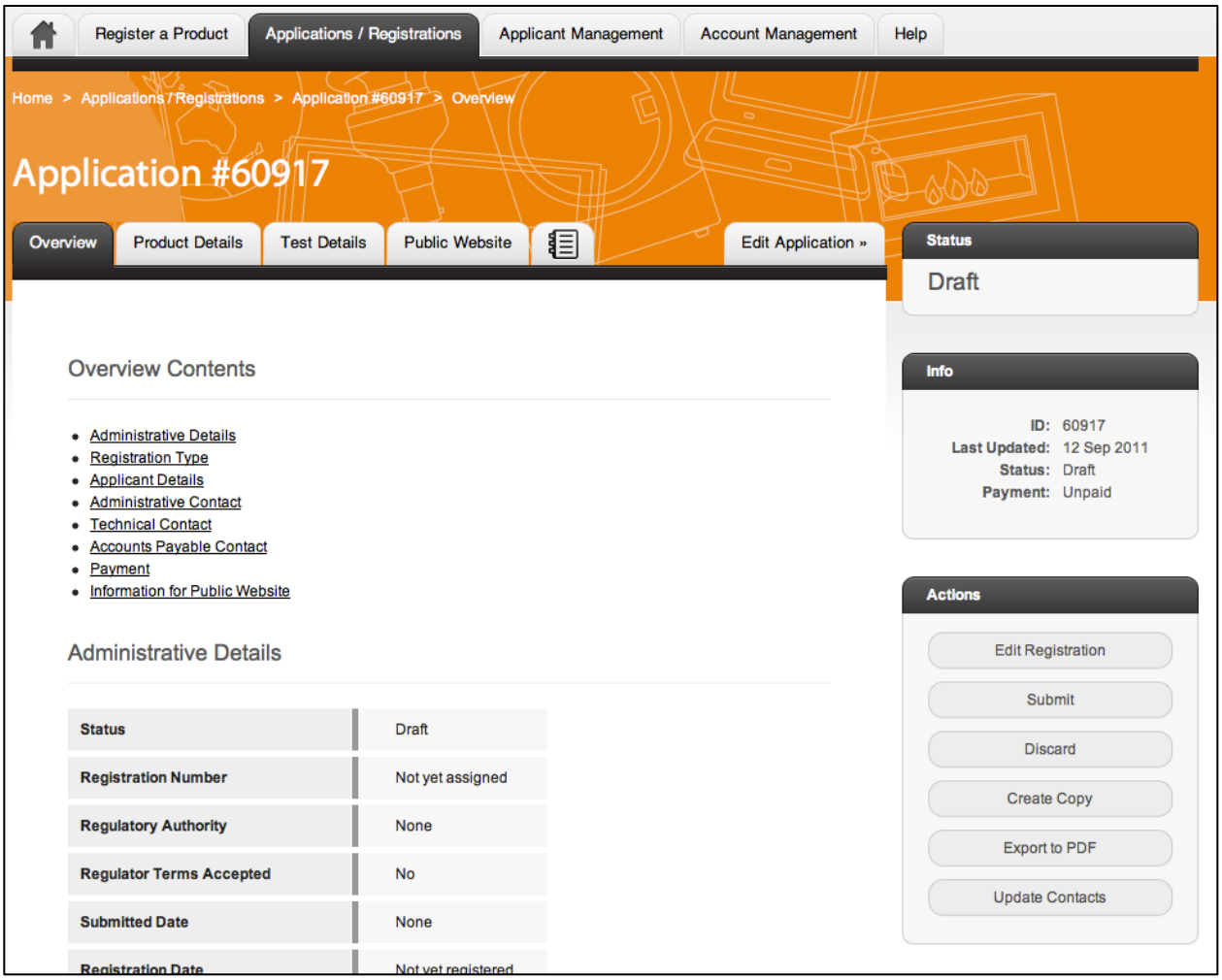
3. Complete the **search criteria**.

Note you can remove a search criteria line, click the Remove button.

4. Click the **Search** button. The search results display.

6.2.2. View or edit an application or registration

1. For the application you want to view or edit, click the **View / Edit** link. The Registration / Application Home page displays. Note that only applications in draft or returned mode may be edited.



6.2.2.1. Action the registration

Depending on the status of the application different actions can be completed.

Status	Action
Draft	Edit Registration
	Submit
	Discard
	Create Copy
	Export to PDF
	Update Contacts

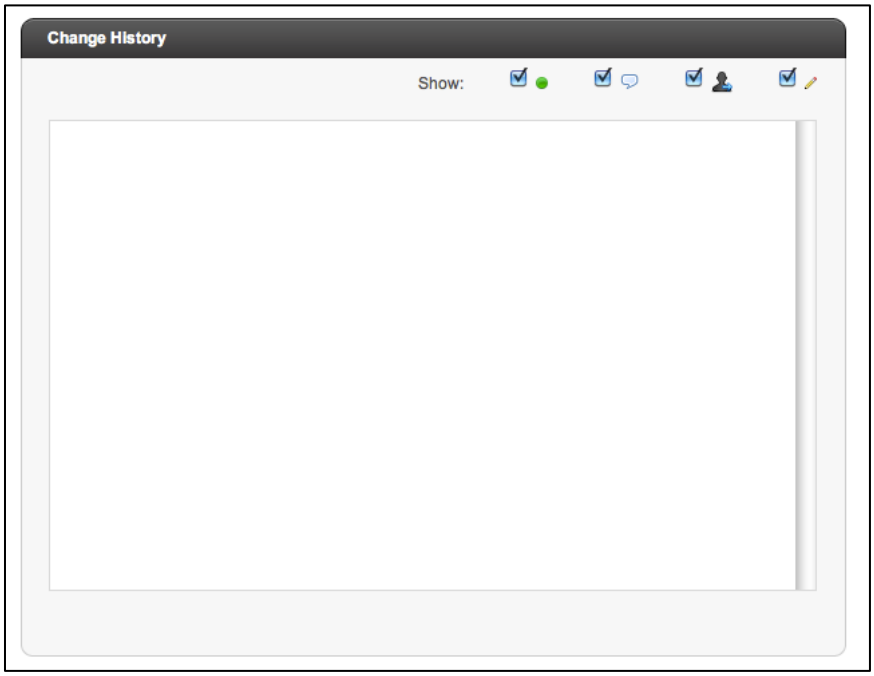
6.2.2.2. Notes & Change History

To view the Change History and Notes area, click the 'notebook' tab. The Notes & Change History page displays.

6.2.2.3. Add a note or file to the change history

1. In the [note] field, enter the **note**. Note: You can expand the note area by dragging and dropping the right-hand corner.
2. Optional – Click **Attach a File** link.
   - Click the Choose File button.
   - Navigate to the file.
   - Select the file.
   - Click the Open button. The file is added to the comment. Note: You can include additional files.
3. Optional – Select the **Confidential** check box to hide the comment from the applicant.
4. Click the **Submit** button. The comment is added to the Change History list.

6.2.2.4. Filter the change history



You can filter the Change History.

- Select the required filter:
- Select the **green dot** icon check box to display all status changes e.g. submitted, approved.
- Select the **comment** icon check box to display only manually entered comments.
- Select the **confidential comment** icon check box to display only confidential comments entered by members of your regulatory authority.
- Select the **person** icon check box to display changes of assignee e.g. assigned to yourself, then assigned to Sam, then assigned to Jeremy.
- Select the **pen** icon check box to display only notifications relating to edits made to the application for registration.

The change history list is then filtered by the selection.

6.2.2.5. Add a note or file to the change history

1. In the [note] field, enter the **note**. Note: You can expand the note area by dragging and dropping the

right-hand corner.

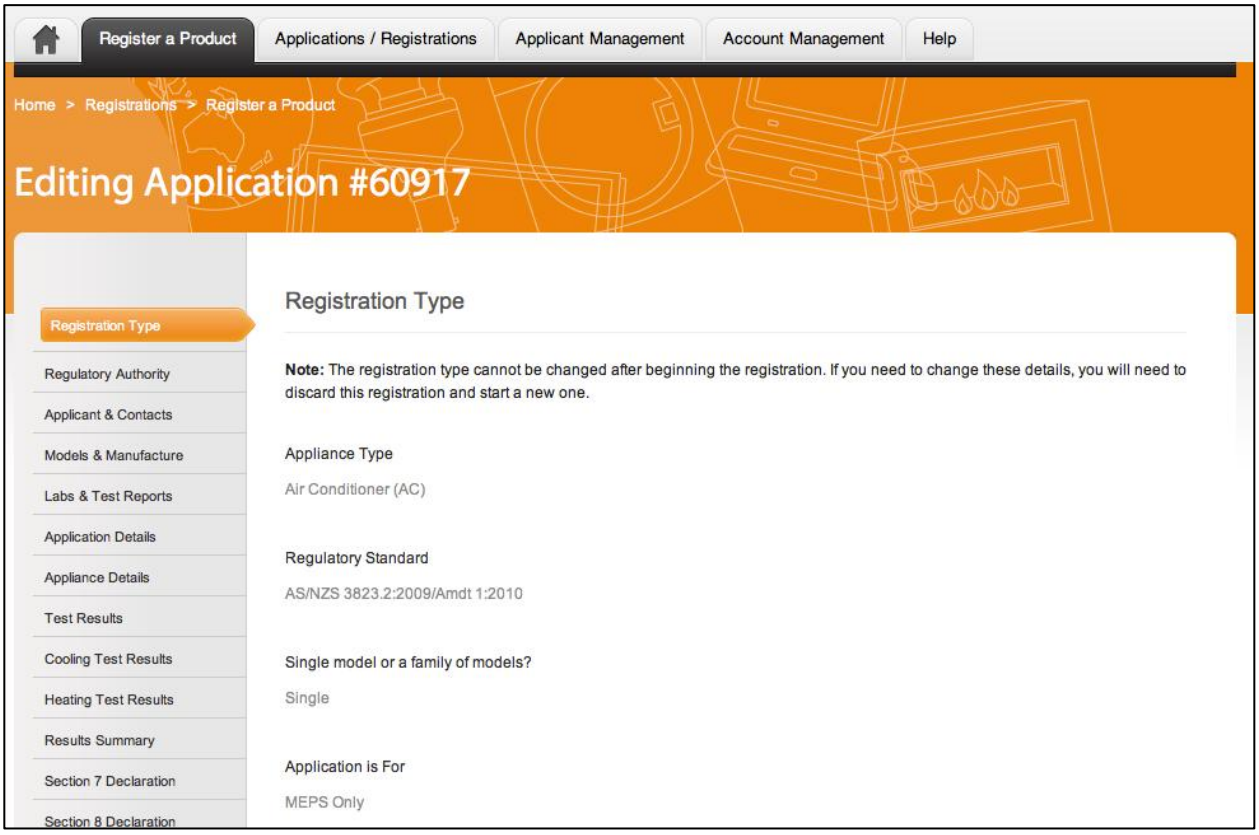
2. Optional – Click **Attach a File** link.

- Click the Choose File button.
- Navigate to the file.
- Select the file.
- Click the Open button. The file is added to the comment.
  Note: If you wish to include additional files, click "Attach a File again" and repeat the above steps.

3. Optional – Select the **Confidential** check box to hide the comment from the applicant.
4. Click the **Submit** button. The comment is added to the Change History list.

6.2.3. Edit an application

1. For the application you want to edit, click the **Edit Application** link. The Registration Application Wizard displays. Depending on the product registration, different pages display.



2. For the page you want to edit, click the **page heading** from the side menu.
3. Fill in the **page information**.
4. Click the **Save and Continue >** button. A green tick displays at the right-hand side of the menu item.

6.2.4. Delete a registration

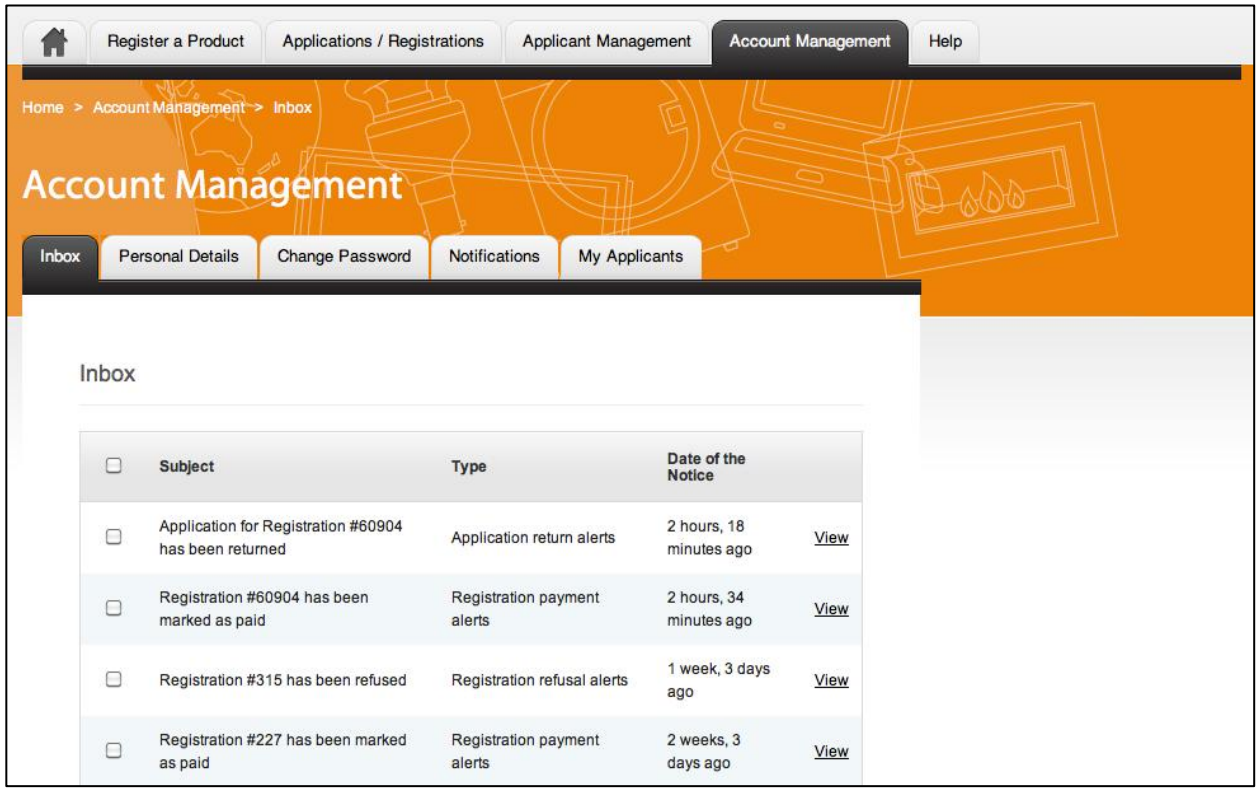
1. For the registration you want to delete, click the **Delete** link. The registration is deleted.

7. Account Management

7.1. Inbox

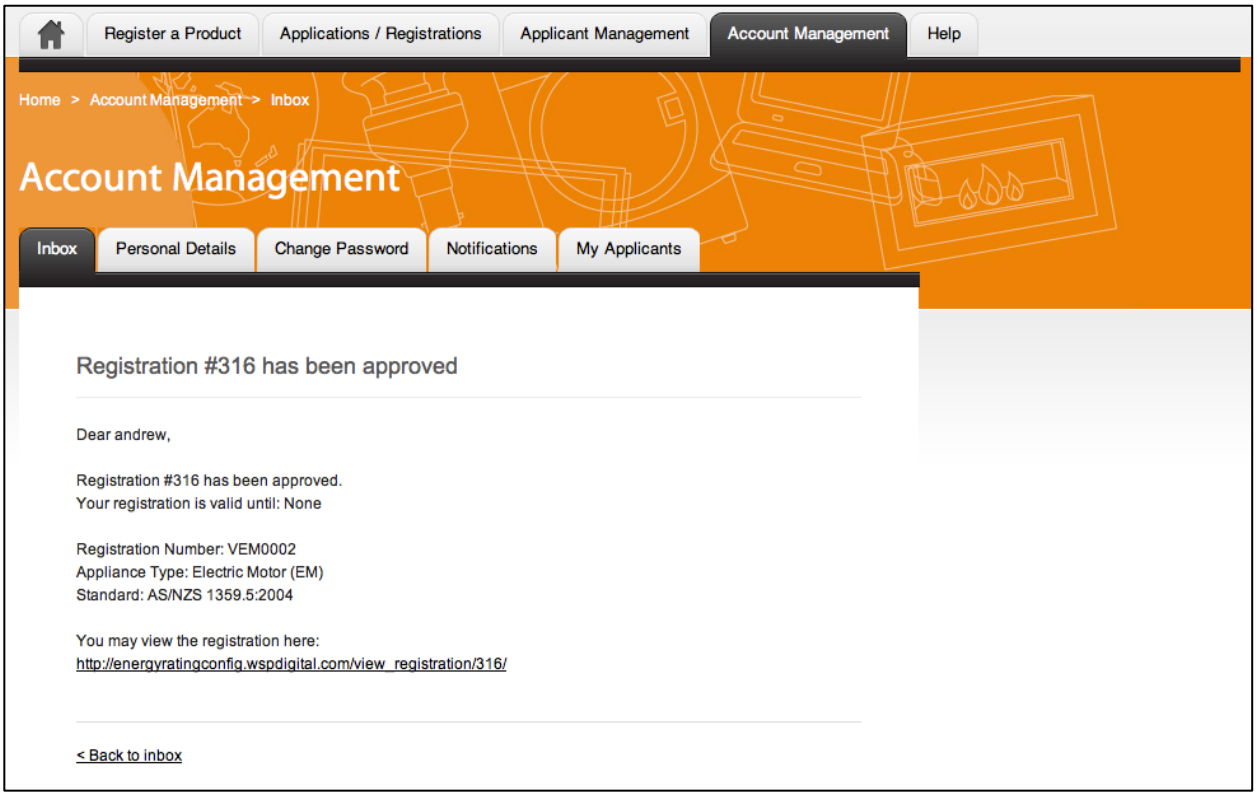
You can read email that has been sent out.

1. Click the **Account Management** tab. The Account Management page displays.
2. Click the **Inbox** tab. The Inbox page displays.



7.1.1. View an email

1. For the email you want to view, click the **View** link. The email page displays.



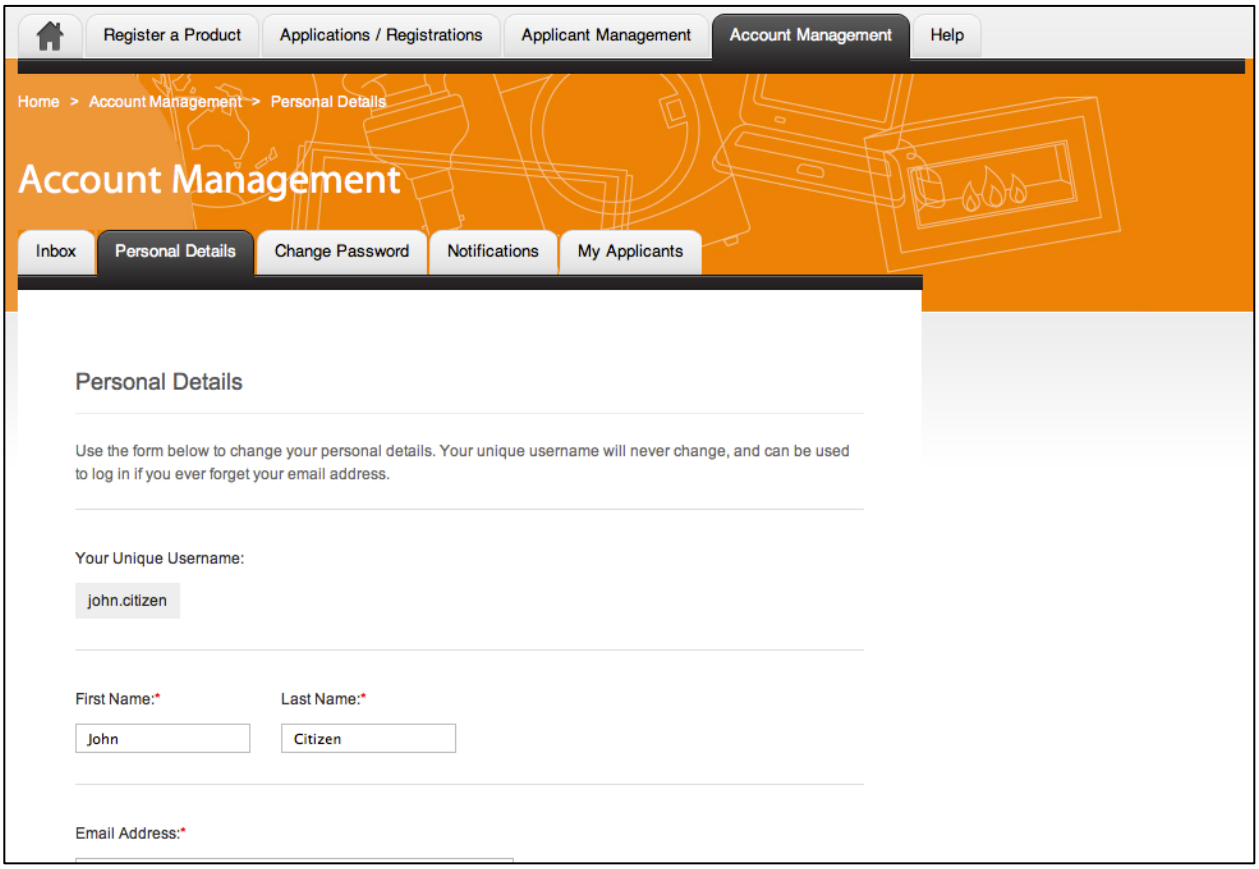
7.1.2. Mark an email as read

1. For the email(s) you want to mark as read, click the **check box**.
2. From the With selected drop-down list, select **Mark as Read**.

7.2. Personal Details

On the Personal Details page you can update your name and email address information.

1. Click the **Account Management** tab. The Account Management page displays.
2. Click the **Personal Details** tab. The Personal Details page displays.



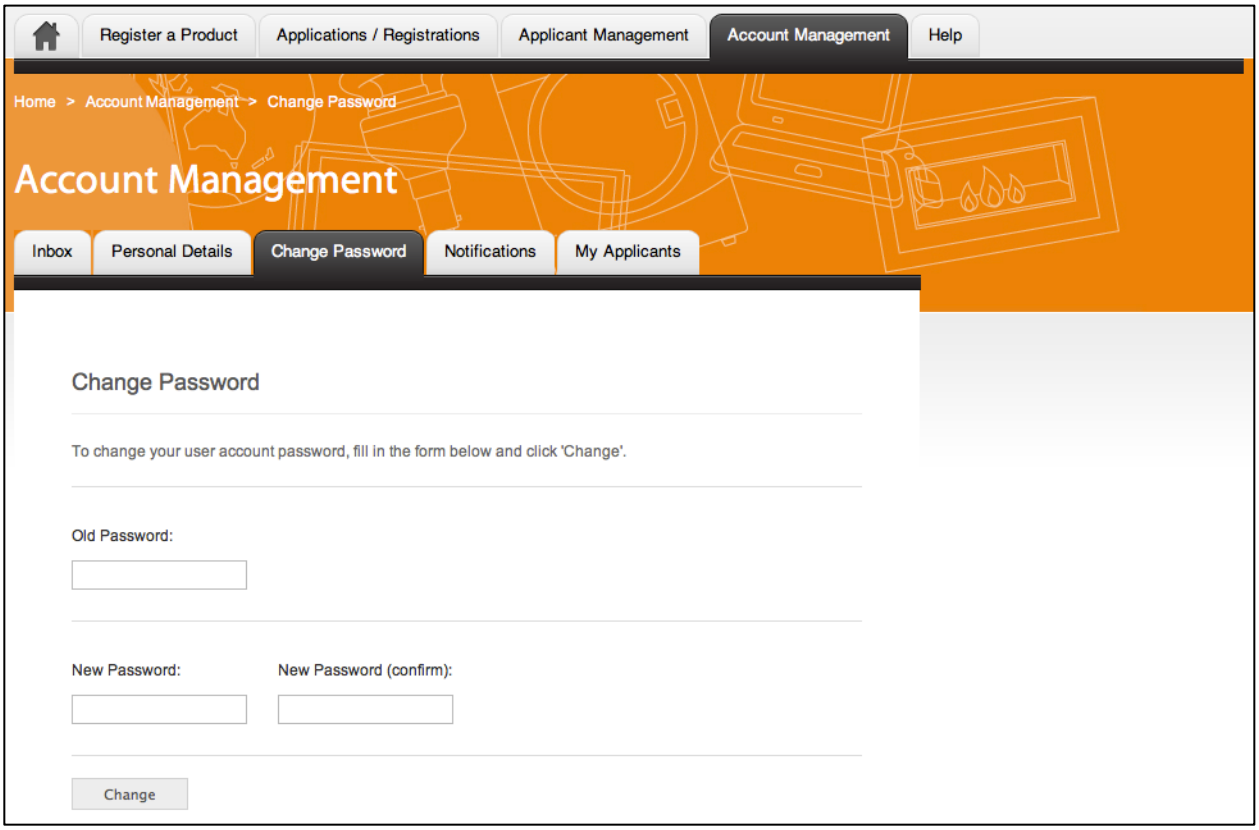
You can edit the following:

3. In the First Name, enter your **first name**.
4. In the Last Name, enter your **last name**.
5. In the Email Address, enter your **email address**.
6. In the Phone field, enter your **phone number** including the country code as well as the area code if applicable.
7. In the Fax field, enter your **fax number** including the country code as well as the area code if applicable.
8. In the Organization field, enter your **organization's name**.
9. In the Job Title field, enter your **job title**.
10. In the Street Address field, enter your **street** number and name.
11. In the Suburb/Town field, enter your **suburb** within a city or **town,** whichever is applicable.
12. In the Postal Code field, enter your **postal code**.
13. In the State/Region field, enter your **state, county** or **region**, whichever is applicable.
14. From the Country drop-down list, select your **country**.
15. Select the **check box** if your postal address is the same as your street address.

16. If your postal address is different complete the **address** fields.
17. Click the **Submit Changes** button.

7.3. Change Password

1. Click the **Account Management** tab. The Account Management page displays.
2. Click the **Change Password** tab. The Change Password page displays.



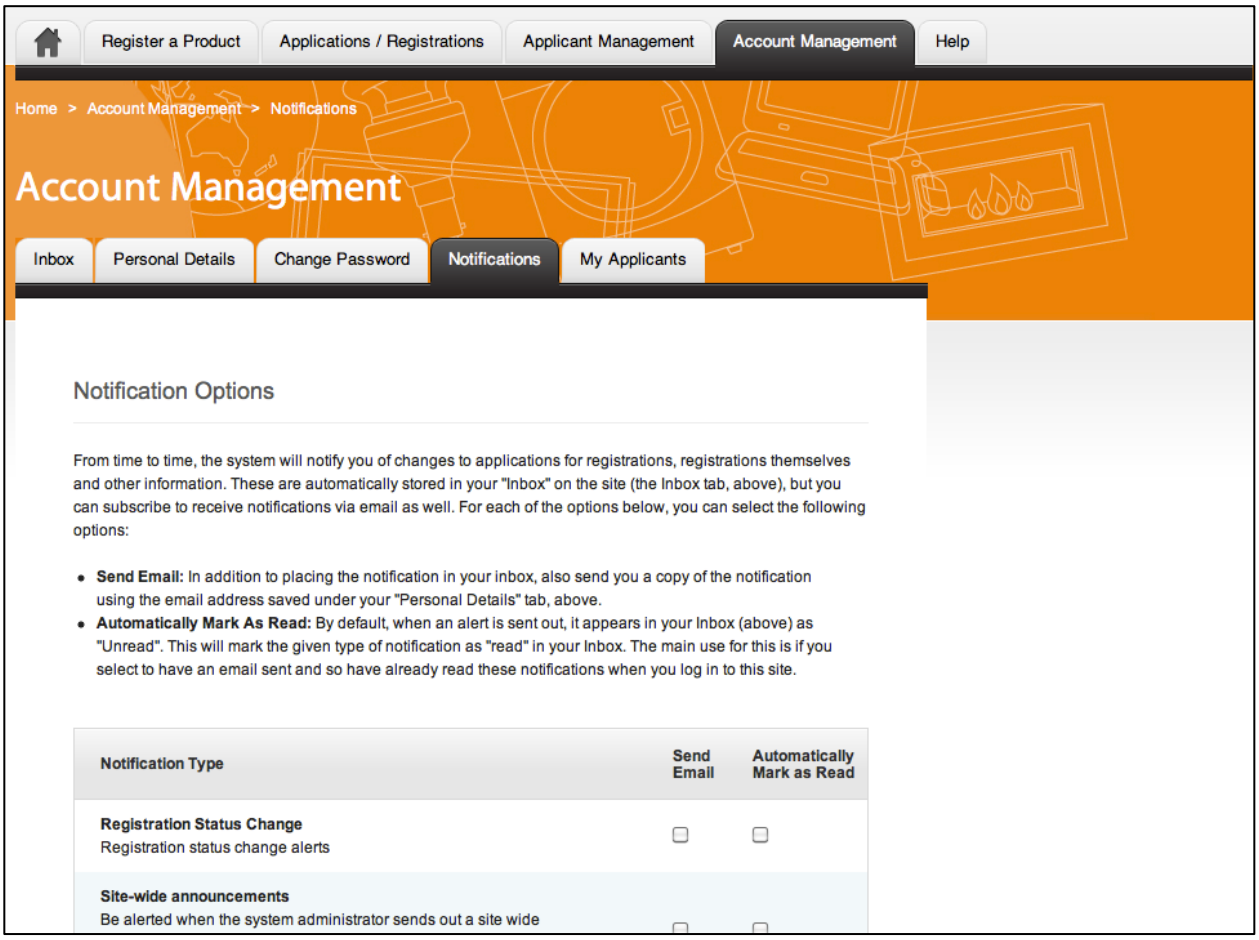
Complete the following:

3. In the Old Password field, enter the **old password**.
4. In the New Password field, enter the **new password**.
5. In the New Password (confirm) field, re-enter the **new password**.
6. Click the **Change** button.

7.4. Notifications

The Notifications page allows you to specify which email notifications you would like to receive. For example you can stop being emailed when the regulator updates one of your applications.

1. Click the **Account Management** tab. The Account Management page displays.
2. Click the **Notifications** tab. The Notifications page displays.

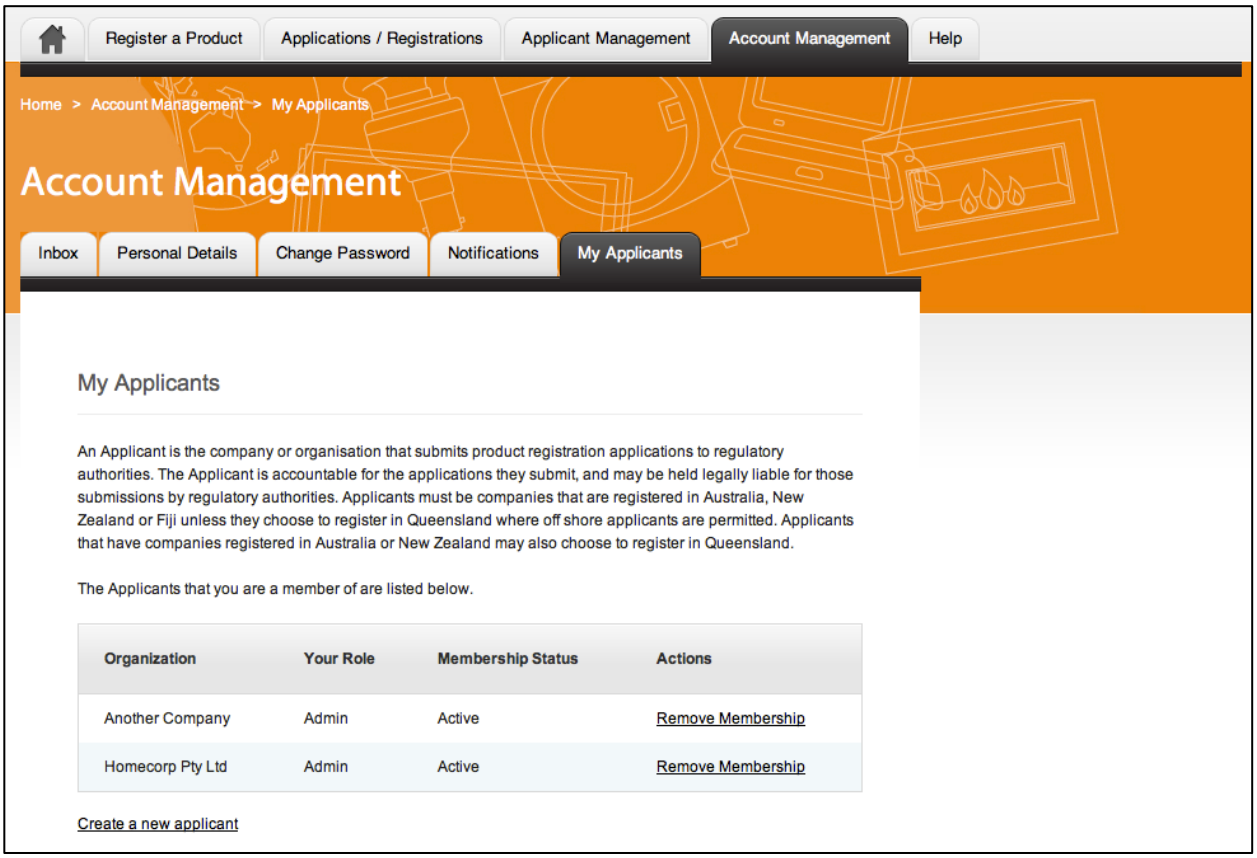

Register a Product
Applications / Registrations
Applicant Management
Account Management
Help
Home > Account Management > Notifications
Account Management
Inbox
Personal Details
Change Password
Notifications
My Applicants
Notification Options
From time to time, the system will notify you of changes to applications for registrations, registrations themselves and other information. These are automatically stored in your "Inbox" on the site (the Inbox tab, above), but you can subscribe to receive notifications via email as well. For each of the options below, you can select the following options:
Send Email: In addition to placing the notification in your inbox, also send you a copy of the notification using the email address saved under your "Personal Details" tab, above.
Automatically Mark As Read: By default, when an alert is sent out, it appears in your Inbox (above) as "Unread". This will mark the given type of notification as "read" in your Inbox. The main use for this is if you select to have an email sent and so have already read these notifications when you log in to this site.
Notification Type
Send Email
Automatically Mark as Read
Registration Status Change
Registration status change alerts
Site-wide announcements
Be alerted when the system administrator sends out a site wide

3. For the required notification click the **Send Email** check box.
4. For the required notification click the **Automatically Mark as Read** check box.
5. Click the **Save Changes** button.

7.5. My Applicants

The My Applicants page lists the Applicants that your user account is associated with. You can create additional Applicants or leave an Applicant using this page.

1. Click the **Account Management** tab. The Account Management page displays.
2. Click the **My Applicants** tab. The My Applicants page displays.


Register a Product
Applications / Registrations
Applicant Management
Account Management
Help
Home > Account Management > My Applicants
Account Management
Inbox
Personal Details
Change Password
Notifications
My Applicants
My Applicants
An Applicant is the company or organisation that submits product registration applications to regulatory authorities. The Applicant is accountable for the applications they submit, and may be held legally liable for those submissions by regulatory authorities. Applicants must be companies that are registered in Australia, New Zealand or Fiji unless they choose to register in Queensland where off shore applicants are permitted. Applicants that have companies registered in Australia or New Zealand may also choose to register in Queensland.
The Applicants that you are a member of are listed below.
Organization
Your Role
Membership Status
Actions
Another Company
Admin
Active
Remove Membership
Homecorp Pty Ltd
Admin
Active
Remove Membership
Create a new applicant

7.5.1. Create a new applicant

Refer to section **5.1 Create a new Applicant**.

8. Appendix A: Example Letter of Authorisation

Letter of Authorisation

To the Administrator,

I am the Authorised Officer for purposes of making an application on the Energy Rating website [www.energyrating.gov.au] for regulated appliances that are produced and manufactured by [insert Authorised Officer's legal entity e.g. [name of company, ACN, company type] and sold in Australia and New Zealand.

I authorise [insert the name of the Authorised Representative] as my Authorised Representative for the purposes of registering regulated appliances on the Energy Rating website [www.energyrating.gov.au] that are produced and/or manufactured by [insert details] and sold in Australia and New Zealand

I understand that by making this authorisation that I retain legal responsibility for the accuracy and completeness of the material that my Authorised Representative uses as part of the application process. I also retain legal responsibility for application that is submitted by my Authorised Representative. The contact details for the Authorised Representative are: [insert contact details for Authorised Representative]

Name:

Address:

Email address:

Contact phone numbers:

I also understand that it is my responsibility as the Authorised Officer to notify the Administrator if this authorisation is withdrawn and to immediately provide the Administrator with another Authorised Representative in relation to all applications submitted by previous Authorised Representative.

Should the Administrator wish to contact the Authorised Officer my contact details are: [insert contact details for Authorised Officer]

Name:

Address:

Email address:

Contact phone numbers:

Include signature and official title of Authorised Officer here.